

DOCUMENT RESUME

ED 217 839

IR 010 191

TITLE Services to the Disabled in ARL Libraries. SPEC Kit 81.

INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.

PUB DATE Feb 82

NOTE 117p.; Best copy available.

AVAILABLE FROM Association of Research Libraries/OMS, 1527 New Hampshire Ave., NW, Washington, DC 20036 (\$15.00, prepaid).

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.

DESCRIPTORS Academic Libraries; *Accessibility (for Disabled); Disabilities; Librarians; *Library Equipment; Library Facilities; Library Guides; Library Materials; *Library Services; Physical Mobility; *Policy; *Research Libraries

IDENTIFIERS Student Library Assistants

ABSTRACT

This compilation of documents submitted by various academic and research libraries on library services to the disabled is arranged under six topics. Policy and procedure statements are addressed by Colorado State University and the Universities of Wisconsin at Madison, Connecticut, and Missouri. The University of British Columbia and the University of Connecticut provide position descriptions for librarians and responsibilities of student assistants for the disabled, respectively. Reports by the University of Maryland and the University of California at Santa Barbara address facilities and services planning. This is followed by discussions on building access by the Universities of Maryland, Rochester, Connecticut, and Miami and Northwestern University Libraries. Descriptions of services are described by nine universities including the Universities of Cincinnati, New Mexico, California at Riverside, Texas at Austin, Pennsylvania, and Missouri. The final topic on publicity/user guides consists of samples submitted by Harvard University, Georgetown University, and the Universities of British Columbia, Connecticut, and Georgia. Listed are 13 sources. (RBF)

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February 1982

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Services to the Disabled in ARL Libraries

Kit 81

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USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents - selected for their value to administrators and decision-makers - that illustrate a wide range of alternative approaches to specific issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

SERVICES TO THE DISABLED IN ARL LIBRARIES
SPEC KIT #81

FEBRUARY 1982

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POLICY AND PROCEDURES STATEMENTS

TO: Libraries Staff
FROM: Director of Libraries
SUBJECT: Services and Resources for Disabled Patrons

I. POLICY

It is the mission of Colorado State University Libraries to provide equal access to information by all who request it. For those who are disabled, the Libraries can make special provisions which will permit the user to examine sources, complete assignments, and conduct research. Barriers are eliminated insofar as feasible within the present facilities. When obstacles do exist, retrieval of materials, catalog drawers, or equipment by staff members at the Loan and Reference Desks is considered necessary.

Subject and reference librarians, in their collection development responsibilities are sensitive to needs of patrons with disabilities and thus allocate funds for special materials when required or requested. Coordination and cooperation with the Office of Resources for Disabled Students and other agencies on campus are maintained for the maximum benefits to the disabled community.

II. PROCEDURES

A. Physical Access

1. Disabled students or staff may request materials by telephone.
2. The Loan Desk personnel locate the items and hold them until retrieved by the patron.
3. If the disabled patron (D.P.) is unable to reach the building he/she may charge the materials out by telephone.
4. In such cases the Libraries delivers them by either campus mail or U.S. mail, dependent upon the residence.
5. As an alternative, a D.P. may have material charged out by another person who has permission to use a borrowed identification card as noted on an appropriate form on file.
6. Materials may also be renewed by telephone by a D.P. Loan periods may be negotiated with the Circulation Librarian for exceptions in those cases where it would cause severe inconvenience to the D.P.

B. Reference Service

1. The Reference staff provides individual or group instruction and orientations of the library to a D.P. upon request.
2. Extended reference service may be provided by telephone to a D.P. by reference staff or subject librarians.

C. Miscellaneous Services

1. Photocopy:
 - a. If a D.P. cannot utilize the equipment on a self-service basis, Photoduplication personnel will copy materials at the regular fees, i.e. 5¢ per copy, unless it is material that is regularly 10¢ per copy, e.g. thesis material.
 - b. After 4:00 p.m. and on weekends, photoduplication services will be provided by Reference or Loan Desk personnel.
2. Special Collections:

With the exception of very rare or fragile items, these materials may be removed for consultation, with the approval of the Special Collections Librarian/Archivist, to an area where special equipment is located.
3. Equipment:

Special equipment is available to comply with federal regulations of Section 504 of the Rehabilitation Act.

The implementation of the foregoing procedures as well as their interpretation in the event conflicts arise are the ultimate responsibility of the Assistant Director of Libraries for Public Services. -1- *7* *at the*

The McBurney Resource Center
for Persons with Disabilities
77 Bascom Hall - 263-2741
University of Wisconsin-Madison
April 5, 1978

To All Library Personnel:

The following general information is now being sent to disabled students on the Madison campus to inform them of the McBurney Resource Center Special Library Services Authorization Card. It is hoped that with the implementation of this system, confusion or inconvenience regarding use of special library services will be eliminated for library personnel and patron alike.

The McBurney Resource Center now has the Special Library Services Authorization Card available. Any requests regarding readers/runners, reserve room extended loan periods, or use of low vision reading rooms should be directed to the McBurney Resource Center.

Please note that in regard to the low vision reading rooms, training on equipment, if needed, will be a prerequisite to receiving the Authorization Card. Also, note that DVR certification for use of the reading rooms is no longer necessary. DVR clients or any other individual will be authorized through the Resource Center. We would appreciate your help in updating existing information.

The effectiveness of this system will depend on all library personnel being aware of the authorization system through the McBurney Resource Center. Likewise, library patrons will need to learn about the Authorization system. Of course, it is expected that individuals now using special library services will continue to do so according to previous arrangements until the end of the semester.

We sincerely appreciate your efforts to help us inform individuals with various disabilities of special library services. Particularly nice was the enlarged print pamphlet on library services for the visually handicapped that you had prepared. We hope that you will be able to revise the information in that pamphlet and again have it available to library patrons.

Your continued efforts to respond to the needs of disabled students and faculty are well known here at the McBurney Resource Center. If we can be of any assistance, let us know.

Sincerely,

Nancy A. Johnson

Nancy A. Johnson
McBurney Resource Center

UNIVERSITY OF WISCONSIN/MADISON

SPECIAL LIBRARY SERVICES FOR PATRONS WITH DISABILITIES

Use of special library services by patrons with disabilities will be authorized through the McBurney Resource Center for Persons with Disabilities, Room 77-Bascom Hall, 263-2741.

Services Authorized:

Special services to be authorized by the McBurney Resource Center include permission to designate runner(s) and/or reader(s), use of library low vision reading rooms, and use of College Library reserve room extended loan period. The McBurney Resource Center may authorize additional services as they become available in the future.

Authorization Card:

All requests related to special library services should be directed to the McBurney Resource Center. The Resource Center will issue a Special Library Services Authorization Card specifying the services for which an individual is eligible and also the name(s) of runners and/or readers when appropriate. This card will be presented by the patron with a disability when making use of special library services. Each runner and/or reader will be issued a duplicate card which will permit them to use the special library services authorized, when acting for the disabled individual.

Regarding Paging/Xeroxing Services:

At this time, use of campus paging/xeroxing services will not be authorized by the McBurney Resource Center. Currently, this service is limited to individuals certified by the Division of Vocational Rehabilitation.

For those individuals making use of campus paging/xeroxing services (certified through DVR), it is advisable to plan your requests well in advance of the date you will need them. Though materials can be obtained usually within 48 hours, you can avoid possible delays by planning ahead and making requests early in the semester.

Regarding College Library Extended Loan Period:

Disabled patrons or their runners and/or readers may charge material from the Reserve Room for an extended three hours: Mon.-Thurs 8-5:30 and 6-10; Fri. 8-5 and 6-10; Sat. 8-5; Sun. 12-5:30 and 6-10.

Material with a three hour loan period will be charged out for six hours by the Reserve Room Supervisor. Patron (or runner/reader) must present McBurney Resource Center Special Library Services Authorization Card when charging out materials. This card will indicate eligibility for extended loan services and specify name of runner/reader if used.

Materials charged out for 6 hours after 4 p.m. on Sunday through Friday, and after 1 p.m. on Saturday are not due until 8 a.m. the next morning.

There is some concern that six hours may not always allow the disabled patron or his or her runner/reader sufficient time to use the library materials. It is possible that other arrangements could be made. Check with the

McBurney Resource Center(263-2741) or with Donna Senzig(263-3145) or Dorothy Shultz(263-2009) at the College Library if a problem arises.

Materials with a three day loan period are charged out for three days only, at the regular charge lane, and become available only on a three hour loan basis seven days prior to the closed period for final exams.

Regarding Low Vision Reading Rooms:

The low vision reading rooms in Memorial Library are Room 181 on the first floor and Faculty Study 55 on the fifth floor. College Library's low vision rooms are Rooms 1193B and 1193C both inside the student lounge on the first floor. These rooms contain specialized equipment for the use of the visually handicapped in their studies.

Entry to these rooms can be gained by the disabled patron or by his or her runner/reader by presenting the McBurney Resource Center Special Library Services Authorization Card at the first floor circulation desk of either Memorial or College Library. The card will indicate an individual's eligibility and he or she will then be issued a key to a room. The key is to be returned to the desk when the person is finished using the room.

Room usage will be scheduled in two hour segments. Authorized users may reserve a room for these periods by calling the Circulation Desk of the library. The number for Memorial Library is 262-3343. For College Library, call 262-3245.

Any person wishing to make use of the Low Vision Reading Rooms should contact the McBurney Resource Center. The Resource Center will arrange for training on the equipment in these rooms, when necessary, before issuing the Authorization Card. Jerry Bever(266-8700) with the Division of Vocational Rehabilitation has offered his services to train any individual in the use of the special equipment available in these rooms. Arrangements for such training can usually be made within a weeks time either at Mr. Bever's office (1 South Park St.) or in the low vision reading rooms. The equipment will be accessible to all individuals indicating a need.

The low vision reading rooms are available for use at the College Library: Sun. 1-5 and 7-9; Mon.-Thurs. 9-5 and 7-9; Fri. 9-5. At the Memorial Library, hours are: Sun. 1-10; Mon.-Sat. 9 a.m. to 10 p.m.

For additional information contact the McBurney Resource Center(263-2741) or Mr. William Patch at the Memorial Library(263-7360) or Dorothy Schultz at the College Library(263-2009).

LOW VISION READING ROOMS - MEMORIAL LIBRARY

The Memorial Library contains two new low vision reading rooms. One is located on the first floor in Room 181. The other is Faculty Study 55 on the 5th floor of the library.

The rooms are equipped with a variety of aids for the visually handicapped. The tape equipment includes two kinds of tape recorders, two Sony reel-to-reel tape recorders and two GE cassette tape recorders. Both models record and playback tapes. The Copycorder is also a cassette tape recorder that can record and playback. Additionally, it makes duplicate copies of previously recorded cassettes and allows recordings to be edited and condensed. The Aud-A-Dexer indexes tapes and cassettes. It places a "beep" on any tape or cassette as it is recorded to mark specific points on the tape for later easy retrieval.

Other equipment is varied. First there are two IBM Selectric Typewriters which will type in either the pica or elite type style. Visualtek Read/Write System allows the partially sighted to place material to be read or written upon under a zoom lens. The enlarged image is then projected onto a television screen. The Optacon is a reading aid which converts regular print into a vibrating tactile form that a visually handicapped person can feel with one finger. It allows the person to read print directly from a page.

The Speech Plus Talking Calculators perform mathematical computations while announcing all entry keystrokes and answers. The function of the Audicator is to sense light. It emits a tone whose pitch depends on the amount of light coming through the sensor -- the higher the pitch, the brighter the light. It is used, for example, to check for lights left on or to find windows. On order at present are two Perkins Braille Writers and a Monroe Calcu-tac.

The rooms are open for use this summer from 9 a.m. to 5 p.m., Monday through Friday. People who wish to use the rooms must apply to the Division of Vocational Rehabilitation at 1 South Park St. for certification. Their phone number is 266-3927. The DVR will certify those eligible to use the rooms, will show them the location of the rooms, and give them any instruction needed for using the rooms and equipment. Memorial Library personnel can offer no instruction in the use of the equipment. Certified users will show their identification at the first floor circulation desk of Memorial Library and will be issued a key to one of the rooms. The key will be returned to the desk when the person is finished using the room. Campus phones will be installed in the rooms to permit direct calls to the Division of Vocational Rehabilitation.

Any further questions about the facilities for the visually handicapped at Memorial Library should be directed to William Patch, Head of the Circulation Department at 262-3525. Thank you for listening to the tape and please shut it off now.

UNIVERSITY OF CONNECTICUT
Services f/t Disabled

The Library is an essential ingredient of higher education, but for some students, the resources of this vital institution are impossible to use. Persons with a visual or physical disability may be unable to read printed materials or to retrieve them from the shelves, so that without some special assistance, they would be denied access to the sources of information that most students take for granted. The University Library does provide special services to handicapped users, to enable them to utilize library materials to the extent required to support their studies and recreational reading.

The new Library building was designed to be accessible to persons who are physically disabled. A long ramp on the west side of the building leads to the Plaza level, where someone in a wheelchair can enter through a sliding automatic door. This entrance is always available during the hours the Library is open. On the east side of the structure, across from the Psychology building, are five designated "access" parking spaces. A short ramp leads to a basement-level entrance, which is intended for use only by those with a valid medical reason. The door was designed to be operated by a machine-readable identification card which would be issued to Library patrons with a legitimate need to use this entrance. Unfortunately, it was discovered that unauthorized patrons learned to force open the mechanical door to enter or leave the building, so for the security of the Library's collection and equipment, the door is presently kept locked. For those who need to use this entrance, however, a buzzer has been installed just outside the electric door. This buzzer is connected to the Current Periodicals Service Desk and upon hearing the buzzer, a staff member from the desk will immediately come to open the door.

Occasionally, persons authorized to park in the access spaces find cars parked there illegally. If this happens, it is encouraged that the incident be reported to the campus police, or to the Library Information Desk staff, who will call the police to ticket or tow the unauthorized cars.

Inside, the Library has elevators to all six levels of the building. It is important to remember that, in the event of a fire alarm, the elevators are held at the Plaza level and cannot be used for emergency exit. Campus telephones are located in the lobby area on each level of the building, and red "hot line" phones connect directly to the Fire Department dispatcher. These red phones are located at each of the four corner stairwells and may also be used at times to summon assistance for someone who cannot use the stairs.

People who are in a wheelchair or have other mobility or visual impairments may not be able to retrieve books or journals from the stacks, even though they can travel to the appropriate level of the building. For this reason, the Information Desk accepts requests for paging of most library materials for patrons with a legitimate need for this service. Details are available at the Information Desk; 24 hours' notice should be given when requesting this assistance. The Information Desk also has handouts listing some specific services available for handicapped library users. The staff there can explain where to find accessible rest rooms, emergency telephones, and study carrels which can accommodate a wheelchair.

Modern technology has greatly increased the opportunities for disabled persons to do research and studying on their own. The Library owns several

pieces of equipment in this category. For someone who has difficulty reading small print, there are two Visualtek Low-Vision Readers, which greatly magnify print and display it on a video monitor; one device is located in a small room next to the southeast stairwell on Level 1 (next to the Reference Department); the other is located in the Services f/t Disabled study carrels on the 2nd level (arrangements for its use may be made with the Coordinator of Services f/t Disabled). Also located in the same room near the Reference Department, is a microfiche reader which enlarges the fiche image several times greater than the Library's standard microfiche readers. A talking calculator speaks each number and function aloud for those who cannot see well enough to use a regular calculator. An automatic page-turner can accommodate books and magazines, and can enable someone who has difficulty holding books to read easily. Additional equipment that is available for use within the Library includes: a large print typewriter; a Varispeech recorder that compresses speech without distorting its quality; 8 rpm phonographs for use with flexible disc recordings; and 4 track type recorders. Arrangements should be made with the Coordinator of Services f/t Disabled to use the latter pieces of equipment.

The Coordinator is a full-time staff member of the Library Orientation and Instructional Services Department. She works closely with the Office of Special Student Services (a division of Student Affairs) to determine the course-related needs of students who are disabled. For example, the Library employs student assistants to read aloud, usually on tape, the textbooks, reserve materials, and journal articles the blind students require for their class and research work. The Information Desk staff (and all public service staff in the Library) are prepared to assist disabled patrons with the same kinds of questions that other patrons ask. However, if a disability will necessitate a more extended period of time with the card catalog, journal indexes, or other Library tools, an appointment can be made with the Coordinator for more prolonged help. The Coordinator also provides orientation to the Library building for anyone with special mobility needs. She supervises the student reading program and seeks course-related materials in braille or recorded formats from agencies which supply them; talks with classes or other interested groups about the special services available at the Library; and in general, tries to find solutions to the problems disabled Library patrons may face in using the building and its collections. The Coordinator of Services f/t Disabled can be reached at 486-4442 (office), or messages may be left at the Information Desk, 486-4636. The Coordinator will be happy to discuss the Library's special services with any interested Library user (or potential user).

No one should be denied the resources of the University Library because of physical or attitudinal barriers. Any member of the University community who has encountered (or anticipates) difficulty in utilizing this facility is encouraged to take advantage of the support the Library can offer to persons who have a disability.

Leanne Pander 1/80
Barbara Lott Revised 3/80

UNIVERSITY OF CONNECTICUT

Policy for Retrieving Materials from the General

Book and Journal Collections

The Library Orientation and Instructional Services Department has the responsibility to provide special library services for patrons who have a permanent or temporary disability. If a patron has a mobility, visual, or other physical impairment that prohibits retrieval of books or journals, he or she may request that the staff of this department pick up the desired material.

I. Written requests will be accepted at the Information Desk.

- A. The patron will be asked to fill out a form listing the call numbers, authors, and titles of the books, or the volumes, dates, and titles of the journals as well as the patron's name and phone number. (Some patrons may need assistance with this. If it is too busy for the information Desk to deal with this, they should call another staff member for assistance, or ask the patron to wait, or whatever seems appropriate under the circumstances.)
- B. The patron should be informed that the books will be held at the Circulation Desk for three days after they are retrieved, and will be held under the patron's last name. If the patron wishes to check on the books, he or she should call the Circulation Desk at 486-2518 and explain why the books are being held, so the staff will know where to look for them.
- C. The patron should be told that bound journals can be held only overnight after they are retrieved, and will be kept at the Information Desk.
- D. The patron should be told that the materials will be retrieved as soon as possible, depending on availability of student or staff to do it. This usually means: later the same day or early the following day. On Weekends, the delay will probably be until late Monday morning.

II. Written requests will be left in a designated basket at the Information Desk. Students doing the "AM" or "PM" routine will check the basket daily and search for the listed materials. (Other students may be assigned this job as they are available.)

- A. As each item is found, it should be checked off. If an item cannot be found, the student should write "NOS" (not on shelf) and the date beside the missing item.
- B. The retrieved books and list should be brought to Circulation where they will be held on the shelving used for the books of a patron who forgot an ID card.
- C. It will be the responsibility of the patron who requested the books to pick them up within three days; after this time the books will be reshelfed. If the items are reshelfed, the Circulation staff is asked to return the list to the coordinator of the Services for the Disabled.

- D. It is the patron's responsibility to check the status of the missing items with the Circulation Desk and initiate a recall, search, etc.
 - E. Retrieved bound journals should be brought to the Information Desk and held in a cabinet there for about 24 hours. The Information Desk staff should remember to refer the disabled patron to the Copy Center to request photocopying at 5¢/page, if the patron cannot use the public copiers.
- III. Since journals may not be removed from the Current Periodicals Room, these cannot be retrieved and held for a patron. However, the patron may ask the staff at the Current Periodicals Desk for assistance. If the CPR desk is too busy, the patron should arrange for a time to meet with the coordinator of Services for the Disabled, or with a student or staff member from the Library Orientation and Instructional Services Department, to have current periodicals pulled from the shelves.
- IV. All staff who work at the Information Desk should be aware of any requests left in the basket, and mention to the coordinator of Services for the Disabled if a list is not processed after 24 hours. In the absence of the coordinator, any member of the Library Orientation and Instructional Services Department may take the responsibility of dealing with the list.

Revised 1/11/80
BL & LP

UNIVERSITY OF CONNECTICUT

POLICY AND PROCEDURE FOR COPYING MATERIAL FOR DISABLED PATRONS

When the Coordinator is called or a request is made for materials to be copied, the material is retrieved by the Coordinator or a student assistant in the LOIS Department. The material is taken to the copy center and after it is copied a Copy Center slip is made stating that the minimum fee is charged (5¢/page as of 2/80). The materials are then placed in the Copy Center hold area under the patrons last name. When the copying is completed, the Coordinator will then inform the patron that the material may be picked up and payed for at the Copy Center.

3/80 Revised
BL

REQUEST FOR PHOTOCOPY SERVICE

Name of Requestor _____ U- _____

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.
--

Title of material _____
to be copied: _____

Pages to be copied _____ to _____

Number of copies of each page _____

Other instructions: _____

-11-

Please check one of the following:

☐ Cash ☐ Research Foundation
☐ Department to be charged _____

UNIVERSITY OF CONNECTICUT

CHANGE POLICY

Change for copying machines can be obtained from bill changers located in the copying area of each level. These machines will accept quarters and dollar bills. If a disabled patron cannot use the change machine for whatever reason, the patron should proceed to the Copy Center on the 1st level where the individual can obtain correct change. If the elevators are malfunctioning and the patron cannot use the change machine, the individual should call the Copy Center (X2567) on the in-house campus phone located by the central elevators on each level and request a Copy Center staff member to bring change to the appropriate level.

10,
11/30

UNIVERSITY OF CONNECTICUT

POLICY AND PROCEDURE FOR COPYING MATERIALS FROM THE MICROTEXT DEPT.

Material copied in the Microtext Dept. must have a minimum charge of 10¢/page as of 2/80.

Material that is requested by a disabled patron from the Microtext Dept is retrieved by the Coordinator of Services f/t Disabled or a student assistant in the LOIS Department. After the Coordinator or student assistant review the microtext copy, a slip from the Microtext Dept. Desk is filled out giving all information requested (name of material to be copied, pages to be copied, etc.). A copy of this slip appears below. The green strip donates the Microtext Dept. After the copying is completed, the material is brought to the Information Desk where it is held for the patron. When the material is picked up the patron goes with the request slip to the Copy Center and pays for the copying. The request slip is then brought back to the Information Desk and the staff then give the material to the patron and the request slip is put in the Services f/t Disabled basket. The Coordinator will in turn take the slip to the Microtext Dept.

REQUEST FOR PHOTOCOPY SERVICE	
Name of Requestor	U. _____
NOTICE	
WARNING CONCERNING COPYRIGHT RESTRICTIONS The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.	
Title of material to be copied: _____	
Pages to be copied _____ to _____	
Number of copies of each page _____	
Other instructions: _____	

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Please check one of the following:

☐ Cash ☐ Research Foundation
☐ Department to be charged _____

THE UNIVERSITY OF CONNECTICUT LIBRARY
Storrs, Connecticut 06268

POLICY AND PROCEDURES ON EXAMINATIONS GIVEN BY SERVICES F/T DISABLED

Services f/t Disabled assists in giving examinations to students when the Office of Special Student Services cannot proctor an examination or the student needs the use of a low vision reader or other equipment to complete the test. Examinations are given in the low vision reader room on the 1st level of the library, or if this is in use, one of the carrels assigned to Services f/t Disabled on the 2nd level (2-112, 2-114, 2-116, 2-117).

Procedure:

1. Contact the Coordinator of Library Services f/t Disabled to arrange for a time in which the examination can be given.
2. Send or deliver the examination to the Library Information Desk so it is received at least one (1) hr. before the examination is to be given.
3. The examination should be clearly marked with:
 - a. Instructors name and U-Box
 - b. Course name and number
 - c. Students name
 - d. Amount of time allotted to complete the examination.
4. The examination should be picked up as soon as possible or by prior arrangement returned by campus mail to the instructor.

POLICY FOR USE OF THE CURRENT PERIODICALS

The Library Orientation and Instructional Services Department has the responsibility to provide special library services for patrons who have a permanent or temporary disability. If a patron has any impairment or learning disability that prevents their reading material, he or she can request that materials be read.

Procedure: When materials need to be read that are in the Current Periodicals Room the students assistant (reader) who will record the material comes to the Information Desk and picks up the Services f/t Disabled charge card from the bottom file cabinet drawer. He or she then proceeds to the Current Periodicals Room on the Basement level. After retrieving the material from the shelf, the recorder stops at the service Desk and identifies him/herself as a recorder from Services f/t Disabled. After the serial is charged out, the reader returns the charge card to the file and proceeds to the recording studio. Material must be returned in one (1) hour to the Current Periodicals Room Service Desk staff. If material will take longer than one (1) hour to record please see the coordinator.

By following this procedure, Services f/t Disabled hopes to avoid excessive copying.

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UNIVERSITY OF CONNECTICUT

UNIVERSITY OF CONNECTICUT LIBRARY—LIBRARY SERVICES FOR THE DISABLED

Procedures for Readers

- I. If you are a student labor student, please remember that you can be paid only for reading time, and only if reading for a student who is a client of Board of Education and Services for the Blind. Please don't read for anyone whose time sheet is marked "Work-Study Readers Only" (unless specifically requested to do so by the Coordinator). Also, please don't spend a lot of time fooling with a recorder that doesn't work right, or erasing tapes, or anything other than reading: the work-study students will follow up on these tasks.
- II. If an entire book is to be read over a semester, it will be preferable to treat the tapes from the very beginning as material that will be added to the permanent collection of recorded books. Read title pages, be careful to identify each track and reel, just keep everything in as good order as possible so we can use the book in our collection after it is returned at the end of the semester.
- III. Specific Reading Procedures
 - A. Sign out key to recording rooms at Information Desk. Once you are in the room where you'll be working, unlock the door so people may enter without disturbing you too much.
 - B. Check the bulletin board in the main recording room. Priority material will be starred; please do this first. After that, read anything else on the list that appeals to you.
 - C. If starting a new item, fill in a white card completely: author, title, publisher, etc., and reel number. If it's articles or a portion of a book that will not be done as a whole book, note this under "Special Assignment." If you are continuing on a tape that's already been started, check notes of previous readers carefully to make sure nothing gets recorded twice or skipped. When you finish a track, immediately write on the front of the white card the page that the track ends on.
 - D. It's probably a good idea to check each tape before you begin reading to make sure that the notes on the white card are consistent with what is actually on the tape, and to be sure you are on the right track. Also, check the tape after reading for a few minutes to make sure you are being recorded clearly.
 - E. Read at a comfortable rate so you sound animated and interesting. Do not read if you have a cold, are very tired, or really don't feel comfortable reading for some reason: you will sound awful on tape! Be considerate of future listeners and edit out coughs, mistakes, etc.
 - F. Always set the counter at 000 when you put the tape on at the beginning of a track, so it will be easy to find the section where you left off.
 - G. Always give page numbers, but finish a sentence that has run over from the preceding page.
 - H. Leave a 10-second pause between book chapters, or the end of one article and beginning of the next; this will enable one to find these "gaps" on fast forward or rewind.

I. Don't read footnotes (except in lawbooks) unless they are explanatory rather than bibliographical. (You should read the footnote number, but don't read the information about author, etc.)

J. Spell all names that are not really obvious from their pronunciation, especially authors of articles! The student you are reading for will probably have to write these names in a bibliography. Also spell medical terms, etc. —anything that is a difficult word. If you are not sure about pronunciation, look the word up in the dictionary, or ask a staff member. (If a word is only used once or seems unimportant to the text, you may skip spelling.) If there are a lot of words that will need spelling, you can list them at the end of a chapter or track to provide more continuity in reading the text.

K. Translate foreign words or phrases immediately after reading them. If you don't know the translation, ask a staff member for help.

L. Describe diagrams or pictures only when they are not detailed in the text and when their description would further the author's meaning. However, say, "Figure so-and-so appears on page ____."

M. Single words in quotes should be set off by voice inflection only. Sentences and passages should be designated by the use of the words "quote" and "end quote".

N. When beginning a new track, clarify any personal pronouns or sentences beginning with "This" or "That": identify the person or thing the pronoun refers to.

IV. Technical Information

A. Give copyright information: e.g., "The Mountain", by Jane Doe. Copyright 1975 by Robinson, Jones and Co. Recorded solely for the use of the blind."

B. Read table of contents. Read preface or introduction if it seems to be an integral part of the book. Skip lists of illustrations, acknowledgements, etc.: when in doubt, ask coordinator.

C. At the beginning of each track, state: "This is reel ____, Track ____, of the book ____, by _____. Reading begins on page ____."

D. At the end of each track, state, "This book is continued on track ____"
At the end of each reel, state, "This book is continued on reel ____"
At the end of each book or article, state, "This is the end of the book entitled ____ by ____"

E. Be sure each reel is labeled with masking tape stating the book title and reel number!!

F. When you are through recording, rewind tape and note on the back of the white author card: Track #, page #, counter #, and your initials. When you finish a reel of tape, rewind it so it will start on track 1, put tape into its box and attach the white card to the box. Note on the front of the card the final page on the reel and write "end of reel" so there will be no confusion if, for example, the material ends on track 2. When a book is finished, write "end of book". Put completed reels in the basket for finished materials.

UNIVERSITY OF MISSOURI
Circulation: General Statement

The material and equipment of the Library Center for the Handicapped shall be loaned with the understanding that such a loan shall be subject to the general rules of circulation at Ellis Library (ie. call ins, fines, billing for damage or replacement, ect). The loan period shall end the week following the end of the semester.

Circulation:

I. What goes out of the building:

A. Portable tape recorders.*

1. APH-GE (cassette).

- a. Two speed (1 7/8 and 15/16 ips) four track playback.
- b. Compatible with RFB and LC dbph tapes.

2. Sony TC-105A (reel to reel).

- a. Three speed (7 1/2, 3 3/4 and 1 7/8 ips) four track.
- b. Compatible with RFB and LC dbph reel tapes.

3. Sony TC-140 (cassette).

- a. Single speed 9 1 7/8 ips) standard playback.
- b. Not compatible with RFB or LC dbph tapes.

4. Sony TC-142 (cassette).

- a. Single speed (1 7/8 ips) standard playback.
- b. Not Compatible with RFB or LC dbph tapes.

B. Blank tape.

1. Cassette - semester loan.

2. Reel to Reel - semester loan.

C. Books on tape.

1. RFB and LC dbph tapes.

- a. On loan from source for one year and may be renewed.
- b. Should be returned at the end of the semester.

*Portable tape recorders are on loan for one month and may be renewed.

2. MSP tapes.

- a. Semester loan.
- b. May be extended.

3. Talking tapes.

- a.
- b.

D. Braille.

1. Non-Reserve.

- a. Semester loan.
- b. May be extended.

E. Large print.

1. Non-Reserve.

- a. Semester loan.
- b. May be extended.

II. What does not go out of the building.

A. All other equipment.*

1. Individual appeals will be considered.

- a. Faculty members or representatives.
- b. Staff.
- c. Class presentations.
- d. Other.

B. Reserve material.

* Considerations will be based upon individual need, demand of the item by others and length of time involved. Final decision rests with the coordinator.

PERSONNEL AND STAFFING

UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION

LIBRARIAN'S

REVISED: February, 1981

CHARLES CRANE MEMORIAL LIBRARY

POSITION NUMBER: 285

DIVISIONAL TITLE: Head of the Crane Library

SUMMARY OF RESPONSIBILITY

The Charles Crane Memorial Library and the Crane Library/Faculty of Arts Recording Centre, located in Brock Hall, provide library service to blind, visually impaired and physically handicapped college and university students, and specialized service to faculty, student and off-campus researchers wishing to do research in the areas of blindness and the blind.

The Crane Collection features books, periodicals and journals in braille, on phone tapes and recordings, in large type, and in ordinary print. The library also maintains a battery of electronic, mechanical and optical devices for the use of patrons and for the production of new materials.

The Head of the Crane Library is responsible for the maintenance, increase and distribution of the collection; for the organization, administration and operation of the branch library, and for the direction and supervision of its staff.

QUALIFICATIONS

A graduate degree in Library Science administrative experience, and a relevant professional background are required. Familiarity with non-print materials in general, and specific materials for the blind and the various sources of these materials is essential. Experience with electronic equipment used for the production and duplication of audio and audio-visual materials is necessary. The ability to handle public relations functions and to work with volunteers is desirable.

RELATIONSHIPS

The Head of the Crane Library functions under the general guidance of, and is directly responsible to the Assistant Librarian for Public Services. He follows the policies of the Assistant Librarian for Collections, in the general direction and manner in which the collection is increased and collection priorities are established. He maintains a close relationship with the Head of the Acquisitions Division who has created special processes and methods for the ordering of the special materials. He co-ordinates cataloguing and processing tasks with the Head of the Cataloguing Division and his staff. Organization and maintenance of the library premises, and planning for expansion and new physical development is shared with the Assistant Librarian for Physical Planning and Development. Matters of budget and personnel planning are carried out under the direction of the Associate Librarian.

DUTIES:

A. Services:

1. Provides assistance in the use of the collection to blind, visually impaired and physically handicapped students and to faculty, students and off-campus patrons and researchers.
2. He supervises a very active national and inter-national Inter-Library Loans program, which accounts for approximately 65% of the total loan activity.
3. He is responsible for a book transcription program, which produces text books and related materials on demand for students and other patrons who cannot use ordinary print. The program may create as many as 150 new titles per month.
4. He is responsible for the creation and production of audio and audio-visual materials, and for purchases of commercially produced offerings in these areas.
5. He is responsible for orientation programs within his own library premises and the orientation of visually handicapped students within the library system as a whole.
6. He edits and publishes a regular newsletter appearing four times per year and several annual and semi-annual publications.
7. He is active in and supervises an active reference service which includes the preparation of bibliographies for student, faculty or off-campus patrons.
8. He is actively involved in public relations and in fund raising for special projects and expansion in his library.

B. Administration

1. Organization:

- a. In consultation with staff and volunteers, establishes routines for the orderly functioning of the library branch, and for the production of new materials.
- b. Supervises the processes of pre-cataloguing and cataloguing of all special materials.
- c. Arranges for the creation of special guides to the collection and book catalogues of the collection.
- d. In consultation with divisional and main library staff, plans and participates in special projects, which in recent years have included design and planning of original Crane Library premises and planning for expended facilities.
- e. Supervises all acquisitions, gifts and transfers of materials, and responds to many letters of general and specific inquiry.

- f. Is responsible for the operation, staffing, and budget of the Crane Library/Faculty of Arts Recording Centre, which is the book transcription and production arm of the Crane Library and the spoken word recording facility of the Faculty of Arts. Supervision of this physically separate facility includes the co-ordination of staff and processes with the needs of Crane Library and its users, and the successful integration of Faculty of Arts processes and personnel. The premises and facilities are also being made available to a number of outside groups and institutions, and the design of fees, services and rental packages is also the responsibility of the Head of Crane. Since the Recording Centre consists of a large collection of professional electronic and mechanical machinery, supervising the effective use and insuring staff competency in operating and servicing them is an additional responsibility.
- g. Reports actions, decisions, and programs to the newly-created Crane Library Board, which represents the various constituencies using the Crane Library and its services. In turn, the Head follows and evaluates the advice and directions of the Board.
- h. The Head takes responsibility for the supervision and execution of several fee-for-service or grant programs in which agencies or governments contract with the Crane Library to provide one or more services. As example, the Head of Crane Library, with the help of the Library Administration, supervised projects by the British Columbia Ministry of Education, involving the recording of textbooks for use in the primary and secondary education field. This involved the hiring of additional staffs, purchase of supplies, accounting and delivery of a packaged service.

C. Financial

- 1. Administers a regular university branch library budget, with several separate accounts for both collection and staff.
- 2. Administers several gift and bequest accounts in conjunction with the University alumni association and Friends of the Library.
- 3. Assumes over-all responsibility for financial disbursements on behalf of the University of B.C., for the federal grant.
- 4. Is actively involved in researching and following up new methods of financing the various aspects of the branch library operation.

D. Personnel

- 1. Interviews and selects new staff in consultation with the Administrative Services Librarian for positions involving library services, and with Canada Manpower for the creative positions.
- 2. Trains and delegates the training of all new staff.
- 3. Assumes personal responsibility for payroll preparation and accounting.

E. Statistics

1. Prepares or supervises the preparation of all financial, production, circulation and personnel statistics.

F. Special Areas

1. Serves as consultant to the Faculty of Special Education in the field of the Education of the Visually Handicapped.
2. Has been called on for special assistance in the School of Social Work, Physical Education and Recreation, Departments of Sociology and Psychology.
3. Acts in a consulting capacity to other college, university regional and public libraries, locally and nationally, and to publishers and other interested groups concerning the creation, storage and distribution of non-print materials.
4. Assists as requested in the development and planning of special services to non-print readers in B.C. and elsewhere in Canada as well as internationally.
5. Maintains special interest in the general areas of publishings for non-print readers and in library services and standards for this group of special patrons.

STANDARDS OF PERFORMANCE

Provision of prompt and efficient reference and circulation services; effective development of Crane Library Collections; good public, staff and interdivisional relationships; imaginative development of services to handicapped students; familiarity with Library's organization of services, as well as its policies and procedures; awareness of developments in the fields of blindness and visual impairment, especially in the medical and optometric areas; awareness of developments in audio-visual techniques and library sciences, good relationships with outside agencies involved in the production of materials and provision of services to the visually handicapped.

RESPONSIBILITIES OF STUDENT ASSISTANTS
SERVICES f/t DISABLED

Main Responsibility:

Recording of material for the disabled patron.

Occasionally:

1. Erasing tapes
2. Copying material for the disabled patron
3. Perform other duties as assigned by the Coordinator of Services f/t Disabled.

Library Assistant I

Hours: Flexible

Duties: Assist with the recording of texts, reserve and other reading for disabled patrons. Work under the supervision of the Coordinator of Services for the Disabled.

Qualifications: Must be able to read well and be comfortable talking into a microphone. Must be willing to use a tape recorder and follow both written and verbal directions.

TRAINING SCHEDULE FOR SERVICES f/t DISABLED STUDENT ASSISTANTS

1. Pick up employment authorization form from the Coordinator and go to the Administrative Offices. Work/Study (w/s) student assistants will proceed to the Employment Office to pick up forms which will be returned to the Library Administrative Offices. After the Library Office fills out these forms, the employee will then return the forms to the Employment Office. This means you will need to allow for 2 trip to the Employment Office. Student Labor student assistants will also proceed to the Library Administrative Offices where they will fill out forms in the Library Office.
2. Tour and introduction to equipment and materials housed in the library, for use by the disabled patron.
 - a. Facilities used by Services f/t Disabled
 - b. LOIS office
 - c. Information Desk.
3. Read Student Manual
 - a. Services f/t Disabled-History and Function
 - b. Time card procedure
 - c. Recording procedure
4. Recording
 - a. Read Sony manual
 - b. Do experimental recording
5. When you feel comfortable, start doing recording assigned by the Coordinator of Services f/t Disabled. If you have any questions, please feel free to ask the Coordinator or any LOIS staff member.

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FACILITIES AND SERVICES PLANNING

UNIVERSITY OF MARYLAND

MCKELDIN LIBRARY
COLLEGE PARK, MARYLAND 20742

May 11, 1976

Dr. H. Joanne Harrar
Director of Libraries
University of Maryland
College Park, Maryland 20742

Dear Dr. Harrar:

The Task Force to Study UMCP Libraries Actual and Potential Services to the Blind and Physically Handicapped has accomplished the following since you appointed it:

- (1) held several meetings to educate ourselves concerning existing services for the handicapped
- (2) surveyed other large university libraries about their programs for the handicapped
- (3) conducted a building survey of all UMCP libraries to ascertain their accessibility for the handicapped
- (4) met with Dr. John Van Brunt to learn about the Counseling Center's program and plans
- (5) met with Phil Nelson, the student volunteer who has been working with the blind and visually handicapped for the past 18 months, to become knowledgeable about his activities and to get his ideas.

We have reached some initial, basic conclusions. We strongly believe the following:

- (1) that it would be unwise to implement service to the handicapped until there is a staff person responsible for providing the

service. Such service requires much coordination with agencies serving the handicapped, with faculty, and handicapped students, with various library units.

(2) that it would be best to have the main focus of the program in one building and that the best location on the UMCP campus would be the Non-Print Services area of the Undergraduate Library.

(3) that before any service program be instituted UMCP libraries public service area staffs should be involved in in-service training sessions designed to inform them of the handicapped and their special needs

(4) that all planning and implementation of library service be made in cooperation and coordination with Dr. John Van Brunt of the Counseling Center

(5) that a library orientation program for new handicapped students is important

(6) that library buildings need to be altered where necessary to accommodate the handicapped.

These are broad, basic conclusions. We have the information to provide specific suggestions but feel these need to be made in cooperation with the staff person who will be responsible for the program.

Andree Lowry
Chairperson, Task Force to
Study UMCP Libraries Actual and
Potential Services to the Blind and
Physically Handicapped

SANTA BARBARA: OFFICE OF THE LIBRARIAN
University of California
at Santa Barbara

May 1978

TO : Allen B. Veaner
VIA : Eugene Graziano *g*
FROM : Ad-hoc Committee on Library Services for the Handicapped
SUBJECT: Library Services for the Handicapped

This report prepared by an ad hoc committee of librarians examines the state of UCSB Library services for the handicapped and makes recommendations based upon a review of the literature, visits to other campuses noted for their special facilities, and discussions with interested persons on this campus.

The first general observation to be made is that library services for the handicapped have several components: one is library space, another is staffing, a third is special equipment and services needed, and a fourth (which influences much of the rest) is the aggregate of needs identified within the student population identified as "handicapped."

The second general observation is that the library (in consultation with other campus agencies) must decide on the level of service it wishes to provide. This level of commitment is not solely determined by state and federal requirements (though these do exist), nor by the number of identified handicapped persons currently on campus. Beyond these factors which do influence decisions, the library as a whole must decide, in essence, just how generous it will be with space, staff and equipment. This is a matter both of attitude and of planning. One of the observations made during visitations of other campuses was that institutions with good facilities and services attract new students and induce more present students with handicaps to identify themselves. "The word gets around" was the expression heard several times during the visitations of Fullerton and Riverside. It was even mentioned by the reference librarian of the Goleta Branch Library concerning the Visualtek reader recently added there. Thus, the current estimate of handicapped students at UCSB (30 self-identified with a possible 60-80 actually present) can be used in minimal fashion to virtually guarantee that no increase will take place, or the library with the campus can respond more encouragingly, in which case the enrollment of handicapped persons will surely increase.

The current federal policy of "mainstreaming" handicapped persons, expressed in The Rehabilitation Act of 1973 and made more explicit in the Interim University Guidelines, dated June 20, 1977, has led to much architectural modification throughout the UCSB campus. The library has thus far been affected to the extent that new construction and alterations have brought the building and its approaches into minimum compliance with the law. The policy of mainstreaming almost certainly means that all library materials must be

equally accessible to students, regardless of handicap, and the interim guidelines offer a long list of handicaps for which provision could be expected.

At UCSB the kinds of handicaps thus far identified have included the blind or vision impaired, the deaf and hearing impaired, the dyslexiac, the partially disabled (lacking the use of one or more limbs but otherwise ambulatory), and the severely disabled (confined to wheelchairs or able to walk only with difficulty on crutches). The Student Services Office at UCSB has reportedly had difficulty in persuading students to identify themselves as handicapped, and thus is unable to state with assurance how many students fall within the definition given by the interim guidelines.

A major difficulty experienced both at Fullerton and at Riverside has been the relationship of their otherwise excellent facilities for the handicapped with the library as a whole. This has also involved the relationship of library special services to other services available throughout the campus. It is clear from the experience of others that the library should not act without close consultation with the campus Office of Student Services and input from actual handicapped persons. At Fullerton the Handicapped Student Center, which is a model of a successful operation, no longer operates within the library but has a separate, outside entrance, separate staffing and hours, and is funded by the Office of Special Services. At Riverside library special services exist precariously within the library but in competition with processing units for the small remaining space which it currently occupies. Since the success of handicapped persons on campus depends on other factors than library facilities and services, it is important that a program for their benefit be organized and funded campus-wide. Initial outlay for equipment is only the smallest part of such a program.

Staffing may vary from the part-time responsibility of one FTE (as at Riverside) to Fullerton's two full-time staff and its 80 hours of student assistant time (4 FTE in all). In fairness to Riverside it should be added that there the entire library is conditioned to respond sympathetically to requests for help from handicapped persons, and that the staff of all service desks are expected to respond quickly with paging and catalog or bibliographic assistance. At UCSB this same general attitude of helpfulness should be established (it does not come automatically), but in addition a certain amount of formal FTE should be designated for handicapped services, both at professional and clerical levels. The exact amount of time to be allocated will depend on the space and facilities provided, plus the number of handicapped currently on campus.

Library space currently set aside for the handicapped in the UCSB Library consists of one small study (Room 3593B) on the 3rd floor of the new addition and an indefinite amount of lockable storage space at the 2nd floor Information Desk. It is clear that special facilities of this kind should be located on the 1st floor of the library and be accessible with a minimum of directions, climbing or walking. Space assigned to handicapped use should also be subdividable: there should be several individual carrel spaces, each capable of seating two persons at a time, with sound-deadening

partitions or walls separating them. Correls or studies with reading machines or players should be separately lockable for security. There should be locker space for handicapped persons to store books and belongings in while using the library. There should be a small storeroom or other secure storage space to store special equipment, spare parts and supplies. If the area is established as "service" center for the handicapped, there should also be some larger space for groups to meet, since it has been discovered that handicapped persons like to meet informally and not always be "on display."

In view of the kinds of handicaps already identified at UCSB certain minimal equipment would be expected to be found in a library of this size and mission. The ALA Standards for Library Services for the Blind and Visually Handicapped, adopted as long ago as July 1966, spells out what the properly equipped library should have for the blind or partially sighted (Appendix III). In terms of present-day technology, these equipment needs would be expressed as follows:

1. One standard typewriter
2. One large-print typewriter
3. One braille writer
4. One (or more) tape recorders
5. One (or more) 4-speed record players
or talking machines
6. Oversize tables
7. Shelving for braille editions
8. Listening room(s) with earphones

Recommended Model

IBM Selectric, modified

John Hessler ("College Education for the Severely Disabled," American Rehabilitation, May/June 1976, pp. 29-33) adds other services and equipment that are required to establish "an adequate program" for the severely disabled student:

9. Attendants, especially for physically incapacitated students.
10. A "reader referral service" for blind students.
11. A blind student study center, with private rooms and tape recorders for readers. "Ideally," a tape library of basic texts should be a component of such a center.
12. Teletypewriter-telephone (TTY) hookup "and other aids" for deaf students.
13. Repair shop or facilities for wheelchair breakdown.

Deaf students or those with impaired hearing are widely reported to be more numerous than those self-identified. Vernon McCoy ("Community College and deaf people," American Rehabilitation, Jan/Feb 1978, p. 17) notes that most deaf people comprehend only 5% of communication through lipreading alone, and that "even the best get only 26%." His conclusion is that deaf students need interpreters, notetakers and tutors. Only a campus effort can supply such remedies, but the library at UCSB can further respond to the deaf with recommended equipment such as:

14. Amplified telephone hookup.
15. Closed circuit TV.
16. Non-verbal films and videotapes (or, at least, catalogs of such films and tapes).

The ad-hoc committee made visitations of California State Fullerton on May 2 and UC-Riverside on May 3. At Fullerton the committee was shown through the Handicapped Student Center by the assistant director, Carol Kenagy (the director, Paul Miller, was away to a conference in Washington), and had the opportunity to try out various pieces of equipment explained by one of the blind student assistants of the center. The funding, staffing, hours and service were explained in helpful detail. The fact that CETA project funds had been used to hire student assistant help was noted with interest. The Fullerton staff provided printed literature on various pieces of special equipment in use and a 16-page brochure describing Handicapped Student Services on that campus (a copy of the brochure is attached). Appendix I of the report gives a detailed list of equipment examined at Fullerton, describes the space and layout of the operation and indicates its relationship with the general library.

At Riverside the committee met first with Dennis Simpson, head of Circulation Services, who has the added duty to coordinate library services for the handicapped with services offered elsewhere on campus. The committee met with Anne Davis who has a part-time responsibility for providing actual service to blind students using the library, and also with a young man who was in charge of the very active wheelchair repair service room (attached to but separate from the library).

Riverside has had the benefit of special attention from the time in 1969 when it was designated as one of seven institutions where demonstration programs for the handicapped were to be developed. The total campus effort in this instance has been more impressive than the library contribution. The library has made provision for two kinds of handicapped student: the blind and those confined to wheelchairs. For the blind (30 estimated) a small room near the main entrance has been established and furnished with equipment and braille editions. For those in wheelchairs (over 100 known) a separate equipment repair and service center exists apart from the library; the library itself has not provided special service beyond having installed concealed buzzers at each service counter where wheelchair students and the blind may unobtrusively call for help. The large number of wheelchair students, in a student body of less than 6,000, reflects a systematic effort to encourage their attendance. The engineering of the entire campus to accommodate such special students has paid dividends to the entire student body in improving general accessibility between upper floors of buildings and in generating a very visible climate of consideration among students for each other. Appendix II provides a list of special equipment, primarily for the blind, acquired by the UC-Riverside library. Though there is considerably less equipment, it will be noted that Riverside has on hand more braille reference works than are found at the much larger Fullerton operation.

RECOMMENDATIONS

The crux of the matter is this: in light of mandates and recommendations and the experience of others, what shall be recommended for the UCSB Library and the UCSB campus?

1. SPACE. Some first-floor location should be identified as the focus of library services for handicapped students. Space should be self-contained and be subdivided to include small study carrels or study rooms for at least two groups of two. There should be further storage room space immediately adjacent to this area. The space (except for the storage room) might be designed so as to be accessible to all students when not being used by handicapped persons. Individual study space must be planned so as to house special equipment used by the blind, the deaf, those in wheelchairs, and those lacking muscular coordination. There must also be locker space specifically for assignment to these needs. Library space thus far suggested as adaptable to this purpose is Room 1516 in the eight-story stack. This is about half or a little more than the recommended space for such a service center, but since it is already broken up with a pillar, it could be modified to include two smaller studies. If the adjoining stack supervisor's office space (Room 1518) were added in, the total space would then about equal that now used at Fullerton and formerly available at Riverside. Alternatively, Rooms 1572 and 1574 might jointly be used for this purpose, the former having adequate wall space to install shelving for braille editions, dictionaries and catalogs. It would not be possible to subdivide either of these rooms, however, so that Room 1574 would have to be designated as the single available individual study carrel or room. Rooms 1571 and 1573 might also be jointly used for this purpose and might be a little less "on display" than Rooms 1572 and 1574. But both of these alternative combinations provide less than the floor space offered by Room 1516 alone. Security of equipment is an important factor, which must be balanced against ease of access by patrons and distance to be travelled by supervisory staff. On balance, Room 1516 is closer to staff work areas and might offer the best location.
2. EQUIPMENT. The Dean of Student Services, by his letter to you of November 22, 1977, indicates that he has approximately \$10,000 in a fund, available for equipment to assist handicapped students and states a willingness to use the money for the outfitting of a room in the library. By a second letter of March 13, 1978, Dean Evans identifies particular resources that would be desirable to have. These resources are among particular items already strongly recommended as essential in the reference cited above. Thus, we are in a position to accede to Dean Evan's request by presenting the following list of first priority items for purchase:

a. Open-access items for handicapped student use:

Follett Vest-pocket Dictionary: French-English, English-French.
2 vols. (Follett, 1962) LTE: Amer. Printing House.
Set. 14.70

Roget's Thesaurus of English Words and Phrases. 12 vols.
(St. Martin's Press, 1962) LTE: Amer. Printing House.
Set 151.80

Tables of Square Roots, Logarithms, etc. (Ginn, 1949)
LTE: Amer. Printing House. 1.50

University of Chicago Spanish Dictionary. 7 vols. (U. of
Chicago Press, 1948) LTE: Amer. House. Set. 59.60

Webster's New World Dictionary of the American Language.
2nd ed. (World Pub., 1970) LTE: Amer. Printing
House. Set. 399.60

World Book Encyclopedia.
Braille ed.

Also transfer present Webster Students Dictionary (Braille
ed. 36 vols.) from general stacks.

24 small storage lockers.

One Perkins brailier.

One in-house "white" phone for communication between handi-
capped center and library service points.

b. Controlled-access items for handicapped student use:

One IBM Selectric typewriter, modified to type braille using
standard keyboard.

One Visualtek RS-6 Low Vision Aid. (19" screen)

One variable speed record player, with earphones.

One reel-to-reel tape recorder/player, with earphones
(Sony 105 4-track)

Two portable cassette player/recorders (GE through the
American Printing House for the Blind. Model no. 3-5192A)

One TSI talking calculator (Model no. SIA, c1975)

One Varispeech II, Speech Time Compressor Expander
(Lexicon, Inc.)

One electric hand magnifier.

c. Furniture and room modifications:

Carrels and tables of proper height for both wheelchairs and normal chair seating.

Light dimming capability for at least part of the room allocated for handicapped service.

Sound deadening material on all hard wall surfaces.

3. STAFFING. The library must resign itself to the prospect of devoting some measure of FTE, professional and non-professional, to the service of the handicapped. The overall responsibility for the service should be assigned to a librarian, with day-to-day responsibility assigned to a Library Assistant part-time, specially trained in all the equipment on hand. Further student assistant hours are required, depending upon the level of need for patron service.

The Fullerton precedent of using CETA funds for student assistant hours should be vigorously explored. Federal funds are available for readers for the blind, but prior to their use CETA funds might be obtained to train readers, notetakers, interpreters, and other assistants or service persons required by the handicapped to pursue their studies at UCSB. It is not the place of the library to conduct such training programs, but desk service in a handicapped students center might well be combined with learning conducted through other offices on campus. This should be explored with the Student Services Office.

df Donald Fitch, Head, Reference Dept.

DS David Kiley, Head, Circulation Dept.

DL David Guttman, Media Librarian

DF/jah

APPENDIX I

Special equipment obtained by California State-Fullerton for Handicapped Student Center (Library Room 113 which now has a separate, outside entrance):

1. For the visually impaired or partially sighted but not blind:

Apollo Electronic Visual Aid (b & w, 17" screen, similar to Visualtek in most respects except that it lacks the devices to shut out lines if print above and below the line being read).

Made by:

Apollo Lasers, Inc.
6357 Arizona Circle
Los Angeles, CA 90045
Contact Ron Pulchini or Richard Kendall
Phone (213)-776-3343

2. IBM Selectric typewriter, modified by IBM. Types normally but comes out Braille. Requires stock of special Braille paper to be kept on hand.
3. Varispeech II, Speech Time Compressor/Expander, allows the hearer to slow ordinary tapes to half-speed or to accelerate to 2 1/2 times normal speed while preserving normal speed levels.

Made by:

Lexicon, Inc.
60 Turner Street
Waltham, Mass. 02154
Phone (617)-891-6790

Literature on hand.

4. 2 Sony 105 Tape Recorder/Players

(4-track, play and record)

5. 8 portable cassette player/recorders, made by GE for American Printing House for the Blind. (Address: 1839 Frankfort Ave., Louisville, KY 40206)

Model no. 3-5192A

Literature on hand.

Center also has on hand several boxes of raw cassettes which it sells to patrons.

6. 2 TSI Talking Calculators, model no. SIA, c1975.

Made by:

Telesensory Systems, Inc.
Palgo Alto, CA 94304

Allows blind students to do math problems.

7. 2 Record Players, to play recordings for the blind, e.g. discs of U.S. News and World Report obtained from:

The Braille Institute
4205 Melrose Avenue
Los Angeles, CA 90029

8. 3 Perkins Brailers.
9. 2 Wheel Chairs, collapsible, hand-powered, for loan out to wheelchair students with emergency problems, but also to other students with temporary disabilities, e.g., leg fracture.
10. 25 small storage lockers, assigned only to identified handicapped students, a quarter at a time.
11. * Braille editions of reference sets, as follows:

Webster's Dictionary
World Book Encyclopedia

Occupies library shelving on parts of two walls in the main room of the Center.

12. 5 small study rooms open off the main room, each with table and chairs for two persons. The study rooms are windowless but have slots on the doors where "occupied" signs may be inserted. Also opening off the main room are a) a small storage room with storage cabinet, and b) the director's office which has two desks, filing cabinet and separate phone.
13. The large central room is equipped with a service desk, comfortable chairs, two round coffee tables, a coffee maker and a free public phone at the service desk with an amplifier hearing aid for the hard-of-hearing. All patron chairs in the center are of the single-unit moulded plastic kind with arm rests.

One major defect of the Center, perceived by the staff, is the lack of nearby restroom facilities.

*Other Braille texts on hand include:

Psychology Today (Braille edition)
Spanish/English Dictionary
Catalog of Large Print Books

APPENDIX II

Special equipment obtained by the University of California, Riverside, campus and Learning Resources Center (Library) for the assistance of handicapped persons:

1. Braille editions of reference titles:

Websters dictionaries (several different titles)
New World dictionary
King James Bible
German/English dictionary
New York Times (Braille edition)

UCR library currently devotes three (3) sections of shelving in the Learning Resources Center to the housing of its Braille editions. This is now insufficient, especially to hold the New York Times issues in Braille. UCR wants to convert its Braille holdings as much as possible to tape cassettes which are (a) cheaper and (b) easier to store.

2. 1 IBM Selectric typewriter, modified by IBM to type Braille copy using a standard keyboard.
3. 1 Visualtek RS-6 Low Vision Aid. Goleta Branch Library also has this, with 19" screen, zoom lens, and electronic line marker.
4. 1 Apollo Electronic Visual Aid. Same as at Fullerton.
5. Buzzers, unobtrusively located under the front edge of every service counter top in the library, are particularly useful to wheelchair students who may go unnoticed by staff behind counters.
6. Towels and electric hair dryer. For wheel-chair patrons to use to dry off when coming in from wet weather.
7. Wheelchair repair and service center. Established in a corner room of the library building but funded by the UCR Office of Special Services. Staff of two who also drive the specially equipped van (Dodge Maxi-Van with raised top, semi-automatic lift, and tie-down capacity in each van for 6 wheelchairs) owned by the campus but supplied through the Department of Rehabilitation. Service center is fully equipped with tools and spare parts (wheels, tires, batteries, quick battery recharger and spare power-operated wheelchairs). With more than 100 wheelchair students on or near campus, the center appears to be a busy operation.
8. "Beepers." All service vehicles or construction occupying pathways traversed by blind students are required to use battery-powered "beepers" supplied by the campus. These emit a recurring sound to warn the blind of obstructions in their learned pathways around campus. UCR has about 30 blind students.

6.1 Specialized Equipment. The above-mentioned libraries have, either on the premises or readily accessible, the following equipment:

6.1.1 At least one standard typewriter for use by readers.

6.1.2 Suitable optical aids in adequate quantity.

6.1.3 At least one large print typewriter, and additional ones as needed.

6.1.4 At least one braille writer, and additional ones as needed.

6.1.5 At least one tape recorder, and additional ones as needed.

6.1.6 At least one four-speed record player or talking book machine, and additional ones as needed.

6.1.7 Oversize tables, shelves, catalog trays, etc., as required by the special nature of the materials to be handled.

6.2 Desirable Additional Equipment. Possession of or access to the following additional equipment is desirable:

6.2.1 At least one device for duplicating materials recorded on magnetic tape.

6.2.2 At least one braille duplicator and some means for binding braille materials.

7.1 Libraries Serving Both Blind and Sighted Persons. Libraries which serve both blind and sighted readers provide:

7.1.1 Safe, single-level access to the building by blind or otherwise handicapped persons whether they come on foot or by automobile.

7.1.2 Suitable spaces for exhibits for both blind and sighted patrons.

7.1.3 A listening room, adequately ventilated, plus additional ones as needed, and/or use of earphones.

SOURCE: A.L.A. Standards for library services for the blind and visually handicapped (Chicago, 1967)

13 March 1979

TO: E. Coziano, Librarian's Office

FR: D. Fitch, Reference Dept. *df*

RE: Progress of Handicapped Service Center.

This is a brief report, with a request for action, on our progress in outfitting Room 1516 for handicapped patrons of the library.

1. Staffing. Dean Evans, Dee Ridenour and I this afternoon interviewed four excellent student candidates to fill the staffing schedule during the Spring 1979 quarter. I fully expect the center to become operational by the second week of the quarter. There is a possibility of some weekend scheduling. Actual hours open will wait somewhat on the students' schedules as finally approved, but we expect to use the 40 hours that have been allotted.

Salaries will be paid by Student Special Services out of federal grants. Supervision will be by the Library exclusively. Dean Evans said that he will confine himself at most to recommendations that he may give me from time to time for the better operation of the center. We will all wait on expression of student interest and need for the schedule of hours and services to be performed.

2. Clientele. There are now 90 students who have been self-identified as having university recognized handicaps. The survey being conducted by Student Special Services has not yet been completed; there may be others. Two of the student candidates for staffing positions are persons with minor handicaps.

I also met this past week with Bob Burnham, a young blind graduate who is leading the Other-wise Abled Project in Santa Barbara. Bob promised to give wide publicity to our center among the young people he deals with, and also promised to come up with a proper name for the center. (In Special Services it is identified as "Resource Room for Handicapped Students." I call it Room 1516, but we need a positive sounding title that is unmistakable.)

3. Library Materials. The Order Dept. today showed me a list of 46 volumes of braille books, all reference titles, that have been ordered from the American Printing House for the Blind. Other large-print volumes for the partially sighted are on order. Our Webster's braille dictionary (36 vols.) should be brought down to the room.
4. Facilities. Furniture and equipment for Room 1516 are beginning to look good:

- a. There are adequate carrels and chairs in the room. There is a table and enough lockers to begin with.
- b. There needs to be a desk placed in this room for the student staffer to work at. Can one of the surplus desks that we recently got rid of be requisitioned for this room? Let it be the best on hand.
- c. We have a 3 by 5 bulletin board on hand that I would like to mount in this room. A work order has been placed for it.
- d. There is no shelving for the braille and large-print books that have been ordered for this room. Please request that three (3) sections of wall shelving be installed on the orange wall to the right of the door as you enter. At a later date we may need two (2) more sections of shelving to the left of the door, leaving space for the bulletin board just inside the door on that side.

5. Telephone. Room 1516 needs to have a phone installed, so that staff working there are always able to contact other service desks and offices throughout the library and on campus. It needs only to be a campus phone.
6. Security. It is agreed that the key to Room 1516 will be kept at the Information Desk, that student assistants working there will be trained to call for the key there on first opening the center and will return it to the Information Desk when closing for the day.
7. Supervision of Staff. At present it is our thought that direct supervision of student assistants working in the center will be by the Information Desk supervisor (Nan Sarguis) who will sign their time sheets. All policy and procedure problems will be referred to me.

BUILDING ACCESS

ARCHITECTURAL BARRIERS: LIBRARY BUILDING SURVEY

Name of Library _____ Phone Number _____
 Street Address _____ City _____
 Staff Member Who Helped Complete Survey _____ Title _____
 Surveyor _____ Date _____
 Address _____ Phone Number _____

OFFSTREET PARKING

Is an offstreet parking area available adjacent to building? _____

If adjacent offstreet parking is not available, identify and give location of nearest and most convenient parking area and indicate whether it is separated from the building by a street. _____

If the parking area and building are separated by a curb, is there a ramp? _____

Is the surface of the parking area smooth and hard (not sand, gravel, etc.)? _____

Is there at least one 12 foot wide, unmetered space marked "Reserved for the Handicapped"? _____

Is there room to walk or wheel in front of parked cars rather than behind them? _____

Comments:

PASSENGER LOADING ZONE

Is there a passenger loading zone? If yes, where is it located in relation to selected entrance? _____

Comments:

APPROACH TO SELECTED ENTRANCE

Which entrance was selected as most accessible? _____

Is the selected entrance visible from the parking area, street, or loading zone? _____

If not, is the location of an accessible entrance indicated at the main entrance? _____

Is the approach to the entrance door ground level? _____

Is there a ramp in the approach to or at the entrance door? _____

If there are any steps in the approach to or at the entrance door, give total number of steps. _____

Comments _____

RAMPS AND WALKS

Are all walks or ramps at least four feet wide? _____

Do all ramps have no greater rise than one foot in 12 feet of length? _____

Where steeper ramps must be used

(a) Is the maximum slope one in seven? _____

(b) Are there two handrails spaced 2 feet 10 inches apart? _____

Do the ramps, if any, have smooth handrails on at least one side, approximately 32 inches in height and extending 18 inches beyond top and bottom of the ramp (without creating a hazard)? _____

Do the ramps and walks have nonslip surfaces (when wet as well as when dry)? _____

Do the ramps or walks have a level platform approximately five feet square at the top and bottom? _____

If ramps are more than 30 feet long, are there level platforms for resting and safety at least every 30 feet? _____

If there is a significant drop from the side of a ramp or platform, are there handrails on each side? _____

Have gratings, manholes, and like impediments been located away from walks and ramps? _____

Comments: _____

ENTRANCE AREA

Is the entrance door automatic? _____

If the entrance door is a revolving door, is there an alternative door usable by a person in a wheelchair? _____

If there are outer and inner doors, is there a space at least six feet six inches deep between them? _____

Are ramps provided wherever there are steps between entrance and main areas or corridor? _____ If no, what is the total number of steps? _____

Comments: (Entrance Area)

DOORS

Are all essential doorways at least 32 inches wide with the door open? _____
If not how wide are they? _____

Are the thresholds flush with the floor or shaped for accessibility, with any rise not over 3/4 inch? _____

Is there a level area extending at least one foot beyond the latch edge of the doorway, five feet in the direction that the door swings and three feet in the opposite direction? _____

Are door handles approximately three feet six inches from the floor? _____

Are door handles horizontal? _____

Do the doors have see-through view panels with lower edges no more than three feet from floors? _____

Do doors with large areas of glass have markings on the glass to avoid accidents and kick panels at least six inches up from bottom of door? _____

Can all doors be opened easily by a person in a wheelchair or on crutches (maximum pressure required no over eight pounds)? _____

Do doors with large areas of glass have markings on the glass to avoid accidents and kick panels at least six inches up from bottom of door? _____

Do doors have time-delay closers? _____

Comments:

ELEVATORS

Are there passenger elevators? _____

Are they accessible from the entrance which is usable by wheelchair? _____

Do they serve all essential areas? _____

Are the elevator doors (when open) at least 32 inches wide? _____

Does the elevator door have an electric eye or other safety device to prevent closing unless the doorway is clear? _____

Is the space between the main floor and the elevator floor small enough to avoid catching wheels, crutches, heels, etc.? _____

Does the elevator stop so that the elevator and main floors are even? _____

Is the elevator cab at least five feet deep and five feet six inches wide? _____

Are elevator controls, emergency telephones, etc., no more than four feet high? _____

Are controls marked in Braille and raised numerals? _____

Are raised numerals and Braille used on elevator casings to indicate which floor the elevator has reached? _____

Comments:

STAIRS

Are ramps provided wherever there are stairs between essential areas not served by elevators? _____

Wherever there are stairs which must be used to enter the building, go from one level to another, etc., do they:

- (a) Have a sturdy handrail approximately 32 inches high and extending horizontally at least 18 inches beyond the top and bottom steps (without creating a hazard)? _____
- (b) Have risers no more than six inches high? _____
- (c) Have treads no more than 14 inches wide? _____
- (d) Have rounded edges rather than square, overhanging nosings? _____
- (e) Have no more than a 1 1/2 inch deep slant from top-front to bottom-rear risers? _____
- (f) Have closed rather than open risers? _____
- (g) Have nonslip finish on treads and nosings? _____

Are stairways well-illuminated at all times? _____

Comments:

FLOORS

Do the floors have a nonslip surface? _____

Are carpets, if any, negotiable by wheelchair or crutches (e.g., in relation to pile)?

Are the floors of all the rooms or sections of each story of a common level or connected by usable ramps? _____

Comments:

CORRIDORS AND AISLES

Is the width of corridors and aisles at least 50 inches? _____

Comments:

PUBLIC REST ROOMS

Is there at least one restroom for each sex accessible without going up or down steps? _____

If not, how many steps are there? _____

Is the width of restroom entrance doorway (with door open) at least three feet? _____

Does stall door open out or have adequate room to close with a wheelchair inside stall? _____

Does this stall have handrails or grab bars (1 1/2 inches in diameter, at least 1 1/2 inches from wall and 33 inches above the floor)? _____

Is the toilet seat approximately 20 inches from the floor? _____

Are men's urinals not over 19 inches high? _____

Is the washbowl usable by a person in a wheelchair (26 inches clear space below washbowl, lever handles preferred)?

Are any exposed pipes below the washbowl covered or positioned so a wheelchair individual without sensation will not burn himself? _____

Are towels located so that it is not necessary to turn a wheelchair around to reach them (while hands are wet)?

Is there a mirror with bottom edge no more than three feet above floor? _____

Are accessible restrooms well-marked and easily found? _____

Comments:

WATER FOUNTAINS

Are water fountains between 30 and 36 inches high? _____

Are water fountain controls and spout usable from a wheelchair?+ _____

Comments:

PUBLIC TELEPHONE

What types of public telephones are there(booth, wall, desk)? _____

If phone is in booth, is width of booth door at least 32 inches(with door open)? _____

Are the handset, coin slots, and dial four feet or less from the floor? _____

Is there a directory shelf mounted approximately 30 inches above the floor? _____

Does the phone have well-identified amplifying controls for the hard of hearing? _____

Is there an accessible and easily located phone? _____

Comments

CONTROLS

Are switches and control for light, heat, windows, window coverings, fire alarms, and all other controls of frequent or essential use within reach of persons in wheelchairs? _____

Comments:

IDENTIFICATION FOR THE VISUALLY HANDICAPPED

Are raised letters or numbers, placed on the wall beside doors approximately five feet from the floor, used to identify rooms or offices? _____

Are doors which are not intended for normal use (and which might prove dangerous if a blind person were to exit or enter by the, e.g., door to loading zones, boiler rooms, fire escapes, etc.) made quickly identifiable to touch by knurling the handles or knobs? _____

Comments:

WARNING SIGNALS AND HAZARDS

Are audible and visible emergency warning signals both used simultaneous for the benefit of those with visual or hearing disabilities? _____

Are radiators covered to avoid burns? _____

Is there an absence of low-hanging door closers or other obstructions in doorways? _____

Is there an absence of signs, light fixtures or other objects which protrude or hang below seven feet in traffic ways? _____

Comments:

ASSISTANCE AND AIDS AVAILABLE

Are accessible entrances and areas clearly marked (with the international symbol of access)? _____

Is help available for those needing assistance if arranged in advance for assistance? _____

Who should be called in advance for assistance: _____

Telephone number? _____

Comments:

LIBRARY USE FACTORS

Are card catalogs accessible from a wheelchair (top drawers no higher than 45 inches from the floor and lower drawers no lower than six inches from the floor)? _____

Are book stacks at least three feet apart (preferably four feet minimum)? _____

Are all shelves accessible from a wheelchair (no higher than 55 inches)? _____

Do reading and index tables have at least 30 inches clear from floor to underside of work area, so that wheelchair arms will fit underneath? _____

Can a person seated in a wheelchair place books on the checkout counter and see the library staff working there? _____

Is the outdoor after hours book return no more than four feet high? _____

Wherever library furniture or other elements are accessible to individuals in wheelchairs, do library staff offer to compensate for the inadequacies of the building? _____

Does the library have any special services, programs or equipment, for handicapped persons? _____

Comments:

LIBRARY WORK FACTORS

Can a person in a wheelchair comfortably operate the charging equipment? _____
(Consider the height of the counter or desk, space underneath, placement overdue fine files, telephone, wastebasket, and supplies)

Is the circulation staff work areas geared to the special needs of staff in wheelchairs? _____

(Consider height and reach factors involved in using shelf list drawers, storage shelves, tables, pencil sharpeners, circulation files, registration files, telephones, and wastebaskets.)

Are typewriter tables and desk usable? _____

(Check crossbars underneath, height from floor, and width of leg space.)

Are staff work schedules, message boxes, coat racks, etc., no more than four feet high? _____

Are loaded book trucks maneuverable by staff in wheelchairs? _____

(Motorized book trucks are available for purchase.)

Are staff room facilities usable from a wheelchair (kitchen equipment, couch for resting, tables)? _____

Do staff work areas conform to general requirements for doors, corridors, floors, etc.? _____

Comments:

Northwestern University Library

Library Access for Handicapped Users

University Library

Persons who have difficulty with stairs or who are in wheelchairs should approach the University Library from the north using the ramp at the northwest side of the Plaza and enter by the northwest door at the Plaza Entrance. The Library is a large carpeted building that requires traveling some distance between departments. All levels of the Library and the adjacent Deering building are accessible by keyed staff elevators. Before handicapped N. U. students come to the Library, they should contact Susan Knox, Public Services Assistant, 492-7632, who will arrange to issue keys for the Plaza Entrance and the staff elevator. Ms. Knox can also make arrangements for general library orientation and special Library cards for research assistants.

Reference librarians are on duty Monday through Thursday from 8:30 a.m. to 10 p.m., Friday from 8:30 a.m. to 5 p.m., Saturday from 1 p.m. to 5 p.m., and Sunday from 1 p.m. to 9 p.m. The reference librarian, x 7656, should be contacted for any special assistance, e.g., to have books paged from high shelves. Campus telephones, located in the corridors linking the three research towers on levels 3, 4, and 5, can be used to call for assistance in these areas which are not routinely staffed.

Restrooms and public telephones accessible to persons in wheelchairs are located at the west end of Level 1.

Science-Engineering Library

The second, or public services floor of the Science-Engineering Library, can be entered directly through a bridge connecting room 1767 of the Technological Institute and the vestibule of the Library. It can also be entered from the loading dock area located on the north/south roadway passing between the two buildings. This area is directly beneath the bridge joining them and contains a parking space reserved for use by the handicapped. A ramp leads from the road grade to the first floor of the Library. An intercom can be used to call for admittance. All floors can be reached by elevator. Restrooms are equipped for wheelchairs.

Staff of both libraries will be happy to answer your questions and provide whatever assistance is possible.

Revised February 25, 1980

Northwestern University Library

N.U. students who have difficulty with stairs or who are in wheelchairs should approach the University Library from the north using the ramp at the northwest side of the Plaza and enter by the northwest door at the Plaza Entrance.

Sargent Key #5377 opens the door.

Yale Key #5742 calls the staff elevator.

Turn key to "off" position to call elevator going down.

Turn key to "on" position to call elevator going up.

In the staff elevator use the call buttons on the rear panels except when you want to return to the Plaza exit. Then insert Yale key #5742 in lock on front panel, turn it to the right and push "PF". Leave the key in the lock until the elevator arrives at the Plaza level.

Once you are in the building, you can also use the public elevators except for access to the Lower Level (Newspaper/Microtext, Map Collection and Copy Center).

For assistance in using the Library, e. g., having books paged from high shelves, contact the Reference Librarian, 492-7656, Monday through Thursday 8:30 a.m. - 10 p.m., Friday 8:30 a.m. - 5 p.m., Saturday 1 p.m. - 5 p.m., and Sunday 1 p.m. - 9 p.m.

Please call Susan Knox, 492-7632, Monday-Friday 8:30 a.m. - 5 p.m. if you encounter problems or if you need special assistance in using the Library.

Accessibility and Services for the Handicapped

1. Parking: Parking lot "J" is situated immediately to the rear of the Rush Rhees Library, across Library Road. Special parking bays are located for the handicapped with access ramps from the parking lot to Library Road, and from Library Road to the sidewalks and to the rear of the Library. Since this location serves as a bus stop for both inter-campus and City busses, there are usually several waiting students who would be available to open the doors which give access to the rear lobby of the Library and to the tunnel which connects to the Library's main lobby as well as to Wilson Commons, and to other buildings facing the Eastman Quadrangle.
2. Special Reading Room and Other Facilities: Immediately adjacent to the rear exit is the Reserve Reading Room, and from the access tunnel is located the Micro-Text Reading Room, the Education Library and the Fine Arts Library. Each one of these libraries provides no problem to the handicapped student. Public telephones and restrooms with facilities for the handicapped are also located close by.
3. Access to the Main Lobby, Book Stacks, etc.: Access to the main lobby and the central services of the library is provided for handicapped students by means of a restricted elevator. The Library Office will issue keys to this elevator on request by handicapped students. From the main lobby of the library, the student has direct access to the Circulation Desk, to the public catalog, to the Reference Library and to the Information Desk. The Information Desk is staffed from 9:00 a.m. to 9:00 p.m. Monday through Friday, Saturdays from 9:00 a.m. to 5:00 p.m. and Sundays from 1:00 to 9:00 p.m. The staff here are ready to assist handicapped patrons in removing needed catalog trays from the public catalog, and in giving directional and other assistance in the use of the library.
4. Circulation Desk: The Circulation Desk just off the main lobby is staffed at all times that the Library is open and will respond with requests from handicapped patrons to page books if necessary. All patrons have access to stack elevators which give access to both old and new stack areas. Patrons in wheelchairs will experience no difficulty in gaining access to stack areas, but they may experience difficulty in penetrating the stack aisles in the old stacks, where the shelving is closer together. In the stacks however, a handicapped patron may easily prevail upon a passing student or one of the Library's stack attendants to retrieve a book located on the uppermost shelves or in an inaccessible aisle.
5. Rest Rooms: Rest rooms located on the first, second, third and fourth floors all have facilities for handicapped with stalls with wide doors and grab bars.

6. Facilities for the blind: Although pets and other animals are usually forbidden in the Library, the exception is naturally made in the case of seeing-eye dogs. Typing rooms are located on several levels of the stacks, and may be utilized by blind patrons who use dictating or recording machines, or to be read to by an amanuensis. It should be noted, however, that the library does not possess any special collections of talking books, books in braille, or large print materials.
7. Facilities for the deaf: Library users who are deaf usually experience little difficulty in using the Library. Until they are familiar with the routines of charging out a book, they communicate with staff members at the Circulation Desk or elsewhere, if needed, by means of written notes.
8. Miscellaneous: Handicapped persons who need special assistance are asked to contact the Library Office (Office of the Director of Libraries at extension 4461) or to ask the Head of the Circulation Department, extension 4471.

3-4-80

TO: ALL NIGHT AND WEEKEND SUPERVISORS; CHERYL, DICK, DOUG, JON, PETER
FROM: RUSS
RE: HANDICAPPED PATRONS USING THE LIBRARY NIGHTS AND WEEKENDS

Handicapped patrons often need assistance in getting from the Reserve Reading Room area on Level 1 to Level 2, and in getting back to Level 1. They can generally get around to all other areas on their own via elevator. During the day, Jerry Alves (x 4480) should be called to assist handicapped patrons. The Circulation Desk will take responsibility during night and weekend hours.

For the time being we will handle handicapped patrons as follows. When patrons requiring assistance come to the RRR, a supervisor or desk attendant will call Circulation. The Circulation Supervisor on duty will take key #52 from the key box. Key #52 runs the elevator next to the public copiers. The Supervisor will proceed to Level 1 and assist the patrons to Level 2. The Supervisor will assist the patrons in returning to Level 1 when their library business is completed. These patrons should be reminded to complete all business at least 45 minutes before the library closes, since Supervisors need to be at the Circulation Desk during closing routines. The Circulation Supervisor should ask the patrons where they will be working, so that in the event of emergency they can be evacuated quickly and safely. Since it is unlikely we will automatically remember such patrons' locations in the event of emergency, a note should be taped to the telephone at the desk indicating where the patrons are. The note can be removed once the patrons have left the building. This is essential since the library must assume the responsibility for the safety of handicapped patrons using the building.

xc: Ann Schertz
xc: James Martin
xc: Jerry Alves

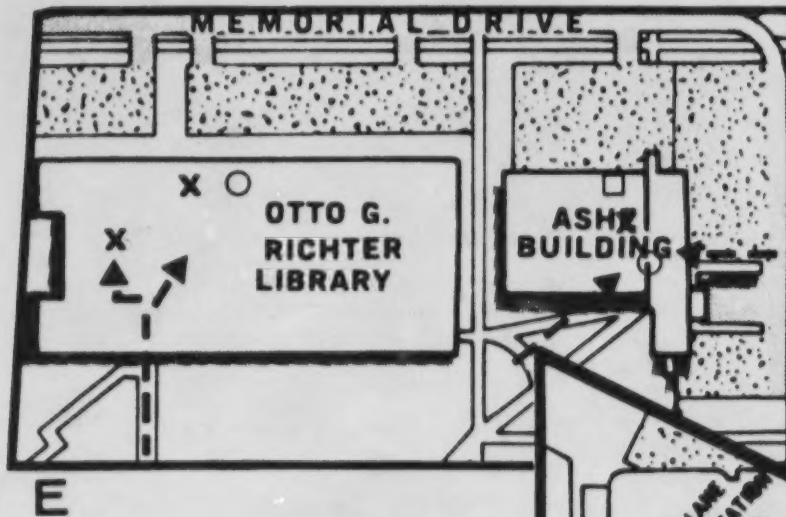
THE UNIVERSITY OF CONNECTICUT LIBRARY

Storrs, Connecticut 06268

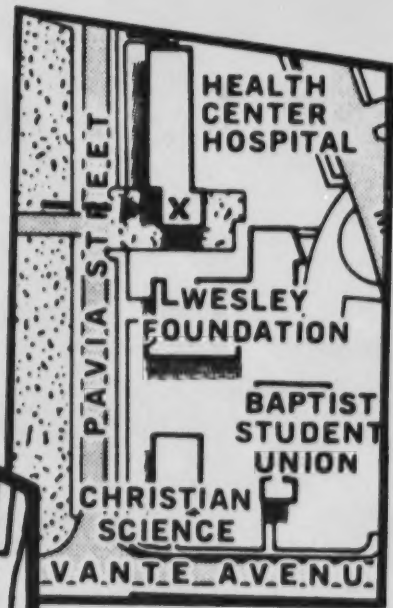
ACCESS TO THE LIBRARY BY EAST SIDE DOOR, INTO BASEMENT LEVEL OF THE BUILDING

- I. Persons who need to use this access door should follow the procedure outlined below.
 - A. They must press the buzzer on the wall just above the phone. This alerts the Current Periodicals Room Service Desk Staff who will go directly to open the access door. The buzzer is given top priority by the Current Periodicals Room Service desk staff. If the phone on the wall outside is used to call the Current Periodicals Room Service Desk, it will only be answered if the staff is not busy.
 - B. Current Periodicals Desk Staff will use the identification card kept for this purpose at their desk to open the sliding doors from the inside, admitting the person who called them. (For method of operating the access door see Procedure for Operating the Basement Access Door).
 - C. When the person leaves the building, he or she must ask the CPR staff to go to the door and open it, after all bags and brief cases have been checked. Again, the CPR staff will use the card kept at the CPR desk.
 - D. In case of any problems or questions about using the door, the Information Desk or the B&G officer in the building can be of assistance (if there is difficulty securing the doors, etc.)
- II. Anyone who calls to ask about access to the building in general should also be informed about the ramp on the west side of the building, which has automatic sliding doors at the top of the ramp and can be used at all times.
- III. Special Student Services has a van to transport students who are in a wheelchair, full leg cast, or have other severe mobility limitations. This van will drive up to the west ramp to drop people off at the Library. Anyone interested in utilizing the van should contact Special Student Services (x 2020) for further information, keeping in mind that space is extremely limited!

Revised 7/80
BL



E



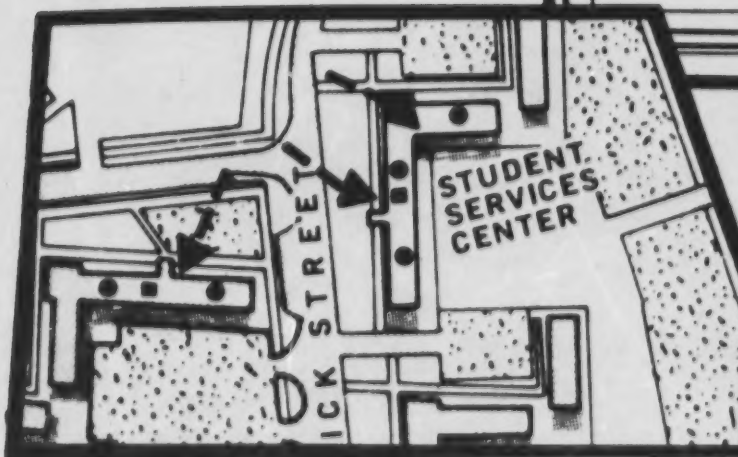
H

M

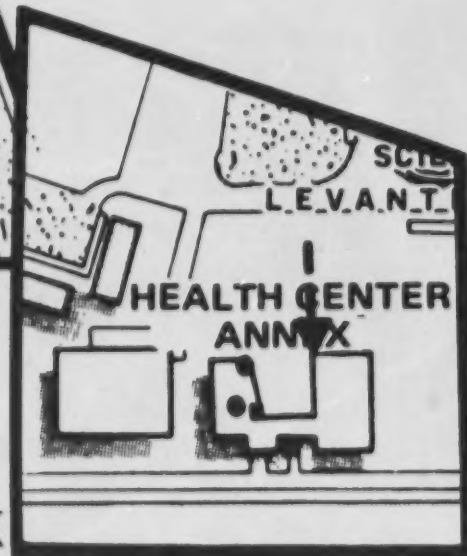
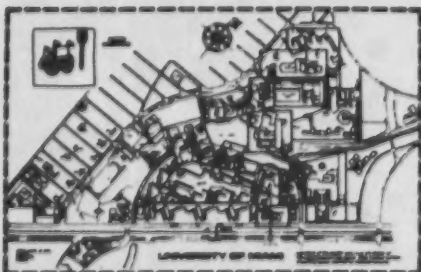
WILLIAM LANE
SPORTS & RECREATION
CENTERS
BASKETBALL
COURTS

KEY

- = Entrance
- = Elevator
- = Telephone
- = Rest Room



J



K

BOOKSTORE

Doors are swing type and heavy.

Floor is suitable for rolling.

Access to 2nd floor may be gained by use of freight elevator; student must have an employee to assist him in operating it.

Check Cashing Booth is accessible.

POST OFFICE

Doors are swing type and narrow.

Counter is high.

CAFETERIAS

HURRICANE doors are swing type, heavy.
Floor is suitable for rolling; tables height suitable.
Food counters are too high to see over from wheel chair, but there is help available.

IBIS - Turnstiles at entrance of food area cause difficulty in entering; utensils are too high to reach.

OTTO G. RICHTER LIBRARY

Entrance to Brockway Hall is accessible because of electronic sliding door.

There is an elevator for students to get to the 2nd floor but a key (obtained from entry guard) to operate it is needed.

Card files can be reached - 2nd floor.

Restrooms accessible with help.

Table height suitable.

Drinking fountains: no clearance underneath and too high.

Accessible telephone first floor near elevator and restrooms.

Video tape playback equipment accessible; to reach stacks ask desk attendant at 2nd floor.

Some bookshelves are too high but assistance is available.

RATHSKELLER

Door is difficult to open - swing type and heavy.

Restrooms are inaccessible.

Floor is suitable for rolling; upper deck is inaccessible.

L.C. BUILDING

Rooms 180 and 190 ramps too steep.

Doors are swing type and very heavy.

Seats are not accessible.

Rooms are very difficult to exit.

Drinking fountains too high.

Restrooms are inaccessible (stalls too narrow).

Phones are too high.

Room 110 - ramp too steep but student may remain in the back of the room on level surface.

MEMORIAL BUILDING

Room 106 accessible.

Other rooms for the most part, are accessible on first floor. Classes with disabled students will be moved to first floor on request by student.

Restrooms outside S-100 are accessible.

Two public phones are accessible.

S-100 - Registration Office has a button outside so the student may ring for assistance.

ASHE ADMINISTRATION BUILDING

Door is electronically operated.

Restroom is very difficult to exit. One accessible stall.

Elevator control panel is accessible.

Right side elevator closes too quickly.

Payment counters are too high.

Counter in Bursar's office is too high.

Admissions office door is swing type, not too heavy.

Carpeted floor makes rolling difficult.

Upper level offices are accessible by way of two elevators in building.

AIRLINE TICKET OFFICE

Door is swing type and heavy.

Counters are high.

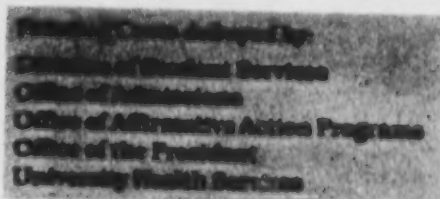
Floor is carpeted.

FERRE GRADUATE SCHOOL

Ramp outside in front.

Doors are swing type and heavy.

Second floor is inaccessible, but employees from 2nd floor meet students on 1st floor upon request.



DESCRIPTIONS OF SERVICES

THE PENNSYLVANIA STATE UNIVERSITY

THE UNIVERSITY LIBRARIES
UNIVERSITY PARK, PENNSYLVANIA 16802

Statement on Services for Physically Handicapped Patrons of the Pennsylvania State University Libraries at University Park

Physically handicapped patrons of the University Libraries at University Park may borrow reading aids and appliances and arrange for textbooks to be recorded on tape by requesting services at the Office of the Assistant Dean of Libraries on the first floor of Central Pattee. The equipment includes a Kurzweil Reading Machine, braille typewriters and slates, large print typewriters, tape cassette player/recorders, talking calculators, a keyboard device for communicating with the hearing and speech impaired, and a closed circuit TV with a microfiche attached for the visually impaired. Optical enlargers including prism glasses are also available.

With the exception of the Kurzweil Machine which must be used in the Library, most equipment is available on short-term loan. This policy also applies to physically handicapped employees of the University who may borrow equipment for a brief period to determine its effectiveness as an aid to their work. The equipment has been acquired with private and University funds and is occasionally demonstrated in special education and rehabilitation classes at University Park.

In addition to equipment for physically handicapped users, the University Libraries in cooperation with the Faculty Womens Club of State College provides textbook and textbook-related works on tape cassettes for visually handicapped and dyslexic students at Penn State. After determining whether a book needed for a course is available from Recording for the Blind, the Assistant Dean's secretary initiates a loan for the student or if the book is not available arranges to have it recorded by the Faculty Womens Club. Tape and recording equipment are provided by the University Libraries; however, reading assignments are made by the coordinator of the recording unit who is also responsible for getting the completed assignments back in time to meet deadlines. Hundreds of titles have been recorded since the program began six years ago; in the near future, some of these will be sent to the Library for the

Blind and Physically Handicapped in Philadelphia for deposit and loan elsewhere. Each year, usually in the Fall, the Assistant Dean of Libraries, his secretary and the Coordinator of the Office of Services for Handicapped Students at Penn State meet with members of the volunteer recording unit and students who either use or are potential users of the service. This provides an opportunity for participants to discuss the program, become better acquainted with recording techniques and resolve problems that exist or might arise in the year ahead.

Another service is that of informing the academic community about library services for the physically handicapped available from National Library Services for the Blind and Physically Handicapped and the many regional libraries which are part of the Federal program. Talking book machines are demonstrated and current catalogs of braille publications and tape cassettes and records which may be borrowed from regional libraries are kept on file with application forms. Through this service many students and faculty become aware of the national program and in some instances University personnel benefit directly from the program.

Physical access for mobility impaired patrons using the central library is provided by a ramp leading to the building from the parking lot between East and Central Pattee. Individuals using the ramp push a button at the top of the ramp to alert an attendant who will open the door. Within Pattee nearly every public service area except central core stacks is accessible to patrons in wheelchairs. Staff at the Lending Services Desk provides assistance to anyone who because of a physical disability cannot get materials from the stacks or reach high and low shelf levels. Such service is also available in branch libraries on campus all of which are accessible. Individualized orientation tours prove effective in familiarizing disabled students about building layout, service patterns and problems if any they might encounter. Pre-enrollment sessions with parents have also been encouraged; these are usually arranged through the Office of Services for Handicapped Students.

Success in serving physically handicapped patrons depends in large measure on making library personnel sensitive to the needs of handicapped individuals and publicizing services offered by the library. The staff is informed regularly about new services and equipment and several members have been trained in the use of specialized equipment. One library faculty member skilled in library instruction

received training in the operation of the Kurzweil machine at Kurzweil Headquarters and is now training other library personnel in the use of equipment. The Student Library Advisory Council and the handicapped student group on campus are also informed about services for disabled users. In turn, these groups advise the Assistant Dean of Libraries about library-related problems and concerns of handicapped patrons. Liaison with departments and organization on and off campus is important as no single group can work effectively in isolation to meet the needs of handicapped students. Continued improvements in physical and bibliographic access and greater efforts to inform the academic community about the variety of services for the handicapped offered by the University Libraries are goals for the year ahead.

1/4/82

returning books

Since loan records will be maintained in the Interlibrary Loan Department, all books obtained through this service must be returned directly to the ILL office, Room 231 Memorial Library.

-60-

renewals

Because of the many libraries involved, renewals will be handled in two separate ways, depending on which library the material was borrowed from.

MEMORIAL LIBRARY These materials will be renewed by mail. The Memorial Library Circulation Department will automatically contact the student about books that become overdue and inquire whether a renewal is desired.

CAMPUS LIBRARIES Materials from any other campus library that are obtained through this service must be renewed through the Interlibrary Loan Department. These renewals may be made by telephone weekdays between 9:30 AM and 11 AM.

library
paging
service

for the
handicapped

university
of wisconsin
madison

purpose

The purpose of this service is to provide improved access to library materials for handicapped (non-ambulatory) students. Materials listed in the Memorial Library card catalog, which includes many other libraries, will be paged and made available in a single location. All services will be provided or arranged by the Interlibrary Loan Department, Room 231 Memorial Library.

eligibility

Eligibility for this program will be determined exclusively by the state's Division for Vocational Rehabilitation, located at 1 S. Park St. They will issue a list of certified students and send a copy to the Interlibrary Loan Department. Only those students, whose names appear on this list, will be permitted to submit requests.

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services provided

BOOKS Books listed in the Memorial Library card catalog will be paged and charged out.

PERIODICALS Journal articles will be reproduced and billed to the Division for Vocational Rehabilitation at 10 cents an exposure.

RESERVE ROOM MATERIALS Reserve books cannot be borrowed through this service. However articles or separate chapters of books can be reproduced under the same conditions as periodical articles

limitations

- There is a \$50.00 reproduction limit per semester for each student. Upon inquiry, the ILL Department will tell the student how much has been charged against his or her allotment.
- Entire books will not be reproduced.
- Library staff will not research a subject or determine how many books the library has in a particular area.
- Items not found in the Memorial Library card catalog will not be automatically transferred into an interlibrary loan request.

picking up materials

Requested materials should be available within 48 hours. Students are requested to call before coming in, so that they will not make a needless trip if the material is not available. All materials will be available in the Interlibrary Loan Department, Room 231 Memorial Library, between 8 AM and 5 PM, Monday through Friday.

submitting requests

Requests may be submitted by telephoning the Interlibrary Loan Department, at 262-1193, between the hours of 9:30 AM and 11:00 AM, Monday through Friday. Necessary bibliographic information should be provided at this time (i.e. author, title, publication date.) If the material needed is on Reserve for a course, please identify it as such.

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Wheelchair Lift

A key operated wheelchair lift provides access to the fourth floor, West wing of Ellis Library. Keys are located at the General Reference desk, the Bindery, the Library Science Library, Special Collections, the Center or by contacting one of the security guards. Individuals planning to work extensively with any of the resources located on four West should contact the Center's office to obtain a key.

-63- All persons using the lift are urged to pay close attention to the hours posted for the fourth floor, West areas.

Telephone Services

Reference questions, referrals and special problems are handled through the Center's office. The telephone number is 314 882-3394. Aurally impaired individuals may call the Center's TTY number 314 882-4220.

Library Center for the Handicapped
4D61A Ellis Library
University of Missouri-Columbia
Columbia, Missouri 65201
Office: 314 882-3394
TTY: 314 882-4220

The Library Center for the Handicapped



Location

The Center is located on the fourth floor, East wing of Ellis Library. The Center's office is in room 4D61A.

Function

As a part of Ellis Library's Information Services division, the Center aids in making the resources of the UM-C library system accessible. Services are available to all handicapped students, faculty, staff and community members.

Services

The Center offers numerous library-related services including bibliographic searching and retrieval, individual instruction and assistance in the use of bibliographic tools, access to reprographic services (including photocopying) and reference service. In addition, the Center provides aid in obtaining text recordings from Recording for the Blind, Library of Congress

and similar organizations. Taped and brailled material may also be produced through the Missouri State Penitentiary transcription program. The Center also provides assistance in obtaining volunteer services. Agency information and current awareness files are maintained to aid in searches for other local, state and national service providers.

Equipment

Two closed circuit television magnifiers, an Optacon and a model 3 Kurzweil Reading Machine are among the prosthetic devices available to the visually impaired. Other equipment available for use in the library include typewriters, a braille typewriter, a large print typewriter, Perkins brailers, a modified calculator with braille print-out and a talking calculator. Cassette and reel-to-reel tape recorders may be borrowed for one month. [Borrowers should realize that they may be charged for damaged, lost or stolen equipment.]

A speech compression cassette tape recorder is available for use in the library.

Special Format Materials

A small reference collection of materials in braille is available for use in the library. The Center also maintains a collection of texts on tape.

Study Rooms

Five rooms: 4F41, 4E61, 4D61B, 4C51 and 4C51A are available during regular library hours. All are located on the fourth floor, East wing of Ellis Library. Room 4E61 has been designated as the secure area for the fourth floor in the event of fire. Keys to the other rooms may be obtained from the guard's desk at the front entrance. These rooms are for study, work with readers or tutors and use of the Center's equipment. Special arrangements for room use should be made by contacting the Center's office.

LIBRARY SERVICES FOR THE HANDICAPPED
IN
THE GENERAL LIBRARIES OF EMORY UNIVERSITY

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Affirmative Action Committee
General Libraries
1981

LIBRARY SERVICES FOR THE HANDICAPPED
IN
THE GENERAL LIBRARIES OF EMORY UNIVERSITY

INTRODUCTION

The General Libraries of Emory University are committed to offering equal access to collections and services to all Emory students, faculty, and staff. This brochure, highlighting facilities and services of special interest to handicapped patrons, is part of this commitment.

Throughout the text of this brochure and on the accompanying maps and floor plans, facilities that have been modified for wheelchair patrons are marked "W"; facilities modified for blind patrons are marked "B".

Handicapped individuals needing special services not covered here should contact the Library Affirmative Action Officer, Administrative Office, Woodruff Library (329-6861).

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of Emory University that discrimination against any individual for reasons of race, color, national origin, religion, sex, age, handicap or veteran status is specifically prohibited. Accordingly, equal access to employment opportunities and educational programs is extended to all qualified persons. In addition, students, faculty and staff are assured of participation in programs and in the use of facilities of the University without discrimination.

The University promotes equal opportunity through a positive and continuing affirmative action program.

All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Any inquiries regarding this policy should be directed to the Emory University Office of Equal Opportunity Programs.

THE ROBERT W. WOODRUFF LIBRARY FOR ADVANCED STUDIES

GENERAL WOODRUFF LIBRARY INFORMATION

The Robert W. Woodruff Library for Advanced Studies, the main Emory University Library, houses collections which serve primarily Emory College, the Graduate School of Arts and Sciences, and the School of Business Administration.

LOCATION: SEE map of campus.

ACCESS: All patrons must enter through the main entrance; wheelchair access is also through this entrance.

HOURS: Monday - Thursday 8:00 a.m. - midnight
Friday 8:00 a.m. - 10:00 p.m.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 1:00 p.m. - midnight

NOTE: The hours indicated above are for the library's regular operating schedule. These hours may vary during intersession and holiday periods. Schedule changes will be posted at the library and will be announced in the Emory Wheel and the Campus Report.

FACILITIES: Elevators - Accessible public elevator (W, B) serves the Entrance Floor, Main Floor, Ground Floor, and Special Collections Floor. Contact the Circulation Department for access to the six stack levels.

Restrooms - Entrance Floor, Ground Floor (W), all stack levels, and Special Collections Floor.

Telephones - Public telephones located on the Entrance Floor (W); in-house telephones located on all six unstaffed stack levels (dial 7 for assistance).

Water Fountains - Entrance Floor, Main Floor, Ground Floor (W), all stack levels, Special Collections Floor.

Special Facilities - Typing Rooms on all but Entrance Floor and Special Collections Floor have electrical outlets for any special equipment. There are adjustable desks on all stack levels and lockers on the Entrance Floor.

CIRCULATION DEPARTMENT

The Circulation Department handles circulation services for all Woodruff Library materials except publications housed in the Documents Center and Inter-library Loan services (provided in the Humanities and Social Sciences Reference Department). The Circulation Department is also responsible for emergency services in the Woodruff Library.

LOCATION: Main Floor (one level below Entrance Floor).

CIRCULATION DEPARTMENT (continued)

ACCESS: By elevator or stairs.

HOURS: Same as regular Woodruff Library service hours.

SERVICES: Regular checkout, renewal, recall, and return services
Book retrieval*
Proxy checkout
Telephone book availability information
Telephone renewal
Telephone requests for retrieval*
Telephone recall
Book delivery through mail*
Elevator access to the six stack levels

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICES MARKED * AND OTHER SPECIAL SERVICES:

Contact the Supervisor or Associate Supervisor,
Circulation Department, Woodruff Library (329-6872).

HUMANITIES AND SOCIAL SCIENCES REFERENCE DEPARTMENT

The Humanities and Social Sciences Reference Department provides assistance in using the main card catalog and library resources and reference tools in the humanities and social sciences. Interlibrary Loan services are also located in this department.

LOCATION: Main Floor (one level below Entrance Floor).

ACCESS: By elevator or stairs.

HOURS: The department is open during all regular Woodruff Library hours. Reference service is provided during the following times:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

SERVICES: Assistance in using the main card catalog and the reference collection
Telephone reference
Term paper consultation
Computer searching of selected data bases. Special rates apply for students physically unable to do manual searching
Interlibrary Loan

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICES MARKED * AND OTHER SPECIAL SERVICES:

Contact the Department Head, Humanities and Social Sciences Reference Department, Woodruff Library (329-6875).

FOR SPECIAL ASSISTANCE IN USING INTERLIBRARY LOAN:

Contact the Supervisor, Interlibrary Loan, Humanities and Social Sciences Reference Department, Woodruff Library (329-6875).

COPY SERVICE DEPARTMENT

The Copy Service Department provides copying facilities for all library materials including microfilm and microfiche.

LOCATION: Ground Floor (two levels below Entrance Floor).

ACCESS: By elevator or stairs.

HOURS: The department is open during all regular Woodruff Library service hours. An attendant is on duty during the times noted below who will assist patrons with regular and special copying. During all other times, the department is operated on a self-service basis for regular copying with assistance in using the copy machines available from other departments.

Monday - Thursday	9:00 a.m. - 8:50 p.m.
Friday	9:00 a.m. - 5:45 p.m.
Saturday	12:00 noon - 4:45 p.m.
Sunday	1:00 p.m. - 8:45 p.m.

SERVICES: Assistance in using copying machines and in making all types of copies.

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SPECIAL SERVICES:

Contact the Supervisor, Copy Service Department, Woodruff Library (329-6859) or the Supervisor or Associate Supervisor, Circulation Department, Woodruff Library (329-6872).

MICROFORM CENTER

The Microform Center provides storage and reading facilities for most library microform material.

LOCATION: Ground Floor (two levels below the Entrance Floor).

ACCESS: By elevator or stairs.

HOURS: Same as regular Woodruff Library Service hours.

SERVICES: Assistance in using material and readers is available from the staffs of the Copy Service Department, the Documents Center, the Science Library, the Humanities and Social Sciences Reference Department, and the Circulation Department.

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SPECIAL SERVICES:

Contact the Microforms Librarian, Humanities and Social Sciences Reference Department, Woodruff Library (329-6875).

DOCUMENTS DEPARTMENT

The Documents Department houses and provides reference and circulation services for the publications of the United States federal government as well as for those of selected foreign governments and international organizations. Publications of the Library of Congress' National Library Services for the Blind and Physically Handicapped are available in the Documents Department.

LOCATION: Ground Floor (two levels below Entrance Floor).

ACCESS: By elevator or stairs.

HOURS: The department is open during all regular Woodruff Library service hours. Reference service is provided during the following times:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

SERVICES: Assistance in using all reference tools and collections
Document retrieval
Telephone reference and document availability information
Computer searching of selected data bases. Special rates apply for students physically unable to do manual searching
All circulation services for documents including:
proxy checkout
full telephone service (checkout*, renewal, recall, retrieval, delivery through campus mail)

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICES MARKED * AND OTHER SPECIAL SERVICES:

Contact the Department Head, Documents Department,
Woodruff Library (329-6880).

SCIENCE DEPARTMENT

The Science Department houses and provides reference services for materials in mathematics, physics, geology, biology, and psychology. Circulation is handled through the Circulation Department located on the main floor of the Woodruff Library.

LOCATION: Ground Floor (two levels below Entrance Floor).

ACCESS: By elevator or stairs.

HOURS: The department is open during all regular Woodruff Library service hours. Reference service is provided during the following times:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

SERVICES: Assistance in using reference tools and collections
Book retrieval
Telephone reference and book availability information
Computer searching of selected data bases. Special rates *
apply for students physically unable to do manual searching *

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICES MARKED * AND OTHER SPECIAL SERVICES:

Contact the Department Head, Science Department,
Woodruff Library (329-6885).

SPECIAL COLLECTIONS DEPARTMENT

The Special Collections Department houses and provides services for rare books, manuscripts, and the University Archives. Materials housed here do not normally circulate.

LOCATION: Seventh Floor.

ACCESS: By elevator only (SC button in public elevator).

HOURS: Monday - Saturday 9:00 a.m. - 6:00 p.m.

SERVICES: Assistance in using reference resources and the collections
Book and manuscript retrieval
Staff assistance with photocopying
Outlets and desks for using tape recorders, typewriters, etc.
Reference service by mail and by telephone

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SPECIAL SERVICES:
Contact the Department Head or Reference Archivist/Assistant
Department Head, Special Collections Department, Woodruff Library
(329-6887).

THE JAMES SAMUEL GUY CHEMISTRY LIBRARY

The James Samuel Guy Chemistry Library houses and provides services for materials in the field of chemistry.

LOCATION: In Chemistry Building (SEE map of campus). The Library is located on the fourth floor, west wing; the fourth floor is one level above the main entrance to the building which is on the third floor.

ACCESS: The main entrance to the building is on the third floor and is equipped for wheelchair access. The library staff can provide access to the building when the main entrance is locked.

HOURS:

Monday - Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

FACILITIES: Elevators - Entrance floor (third floor) elevator (W,B) serves the library on the fourth floor.

Restrooms - Third floor, west wing (W) and fourth floor.

Telephones - Third floor (W) and fourth floor.

Water Fountains - Third floor, west wing (W) and fourth floor.

Special Facilities - Two rooms suitable for use with readers and tape recorders are located on the fourth floor.

SERVICES:

- Assistance in using the collections and all reference tools
- Book retrieval
- Telephone reference and book availability information
- Computer searching of selected data bases. Special rates may apply for students physically unable to do manual searching
- All circulation services for chemistry materials including:
 - proxy checkout
 - full telephone service (checkout*, renewal, recall, retrieval, delivery through campus mail)

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICED MARKED * AND OTHER SPECIAL SERVICES:

Contact the Chemistry Librarian, Chemistry Library,
Chemistry Building (329-6618).

THE ASA GRIGGS CANDLER LIBRARY

GENERAL CANDLER LIBRARY INFORMATION

The Asa Griggs Candler Library houses and provides services for course reserve materials, audiovisual equipment, and a small general collection of library material.

LOCATION: SEE map of campus.

ACCESS: Patrons may enter through the Main Entrance on the west side of the building (facing quadrangle) or through first floor doors at the north and south ends of the building. Wheelchair access is through the north entrance; the library staff can provide access to the building when this entrance is locked.

HOURS:

Monday - Thursday	8:00 a.m. - 2:00 a.m.
Friday	8:00 a.m. - midnight
Saturday	9:00 a.m. - midnight
Sunday	10:00 a.m. - 2:00 a.m.

NOTE: The hours indicated above are for the library's regular operating schedule. These hours may vary during examination, intersession, and holiday periods. Schedule changes will be posted at the library.

FACILITIES: Elevator - The elevator is located near the south end of the building (W,B) and serves the first, third and fourth floors.

Restrooms - First floor (W), Main Entrance level, fourth floor.

Telephones - First floor (W), fourth floor.

Water Fountains - Main Entrance level, third floor, fourth floor.

Special Facilities - Group study room on third floor for group discussions; equipped individual media use area on third floor for listening to readers, using tape recorders, etc.

CIRCULATION, RESERVE ROOM, INDIVIDUAL VIEWING AND LISTENING ROOM

The staff in this area is responsible for materials in the circulating and reserve collections and for on-site use of audiovisual equipment.

LOCATION: Third floor.

ACCESS: By elevator or stairs.

CIRCULATION, RESERVE ROOM, INDIVIDUAL VIEWING AND LISTENING ROOM (continued)

HOURS: Monday - Thursday 8:00 a.m. - 2:00 a.m.
 Friday 8:00 a.m. - 6:00 p.m.
 Saturday 9:00 a.m. - midnight
 Sunday 10:00 a.m. - 2:00 a.m.

SERVICES: Assistance in obtaining entrance to the building when wheelchair
 entrance is locked
 Assistance in using all materials and equipment including
 cassette tape decks and varispeech tape decks in the Individual
 Viewing and Listening Room
 Regular circulation services for Candler collection
 Special circulation services for Candler collection including
 proxy checkout and telephone renewal

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SERVICED MARKED * AND OTHER
SPECIAL SERVICES:

Contact the Reading Room Supervisor or the Head Librarian,
Candler Library (329-6858).

AUDIOVISUAL EQUIPMENT AND PRODUCTION CENTER

The staff in this area is responsible for circulation of audiovisual
equipment for group or individual use and handles all audiovisual production
activities.

LOCATION: Third floor.

ACCESS: By elevator or stairs.

HOURS: Monday - Thursday 8:00 a.m. - 5:00 p.m.

SERVICES: Circulation services for audiovisual equipment
 Production services for audiovisual material

FOR FURTHER INFORMATION AND TO MAKE ARRANGEMENTS FOR SPECIAL SERVICES:
Contact the Audiovisual Technician or the Head Librarian,
Candler Library (329-6858).

CIRCULATION SERVICES AVAILABLE TO THE HANDICAPPED

UNIVERSITY OF CINCINNATI

SPECIAL PUBLIC SERVICES
AVAILABLE TO THE HANDICAPPED

2/14/80 revised 7/29/80, 9/23/80

Circulation staff members are eager to make use of the Central Library's collection as convenient as possible to patrons. Certain special services are offered to handicapped patrons.

Handicapped students may bring requests for books to the Circulation Desk where a stack attendant will retrieve the items from the stacks. The patron will be given the books found and information on the patron's options concerning any books not located.

Instead of the retrieval service, handicapped students may request assistance in browsing the stacks. A stack attendant will be provided to go with the patron to the stacks. The attendant will pull requested books from the shelves and allow the patron to look through them.

Circulation staff will provide assistance to handicapped patrons in filling out the charge out card (McBee) upon request. Since the McBee serves as a legal receipt, the patron is asked to sign all cards for books he borrows.

Recognizing that handicapped students may encounter difficulty in making frequent trips to the Central Library to renew borrowed books, Quarter Loan privileges are available to these students.

Patrons are given three days to pick up Storage books at the Circulation Desk. In recognition of the hardship this could cause certain handicapped patrons, this period will be extended to one week for handicapped patrons upon request.

Reader service.

We may be able to provide service on demand between Mon-Thur 10-6, Fri & Sat 10-5, but on a first come first served basis. To insure a reader visually handicapped students are asked to call first.

Reader-tape service for library materials which do not circulate. Library readers would tape periodical articles or reserve items as they were reading them to the visually impaired student. Items identified as essential could be taped at times when the visually impaired student was not present on a priority basis.

Monographs and other materials which circulate would be considered for taping on a case by case basis and as a second priority. The student would be expected to check outside sources such as Recordings for the Blind and the Library of Congress for the material in recorded format. Since this service is not meant to supplant voluntary reader programs nor supercede subsidized reading programs such as that available through BSVI, the student is asked to explore these options first for material not in recorded format.

Readers may read only two hours at a stretch. Patrons may have two readers in a row or four hours of continuous reading guaranteed. After that time available readers would be given to next patron during periods of high demand. In periods of low demand there would be no limit number of consecutive readers.

A log book will be maintained at the Circulation Desk. Handicapped students can sign in and thereby insure assistance in the case of emergency evacuation of the building.

INSTRUCTIONAL MEDIA CENTER SERVICES AVAILABLE TO THE HANDICAPPED

The staff of the Instructional Media Center are eager to assist visually impaired students in the use of the special equipment housed in this area. Orientation and instruction are also provided to interested faculty. At this time, the following equipment is available for use:

- Audible response calculator
- Audio cassette recorder (standard and 15/16 ips speed, four track for long play)
- Braille typewriter
- Perkins brailier
- Radio reading service receiver
- Record player (standard and 8 rpm speeds)
- Video magnification system (for text, graphics, microfiche, etc.)
- Variable speed tape recorder

Arrangements may be made for students to use the facility after the Instructional Media Center closes as long as the Central Library is open.

While space and equipment is available for readers to make recordings and typists to make braille copies of materials for visually impaired students, the arrangements for readers and typists must be made by the students.

The Instructional Media Center regularly receives a rotating selection of recorded literature and casual reading material as well as recordings of the following current periodicals:

Atlantic	National Review
Changing Times	Natural History
Ebony	Newsweek
Harper's	Readers' Digest
National Geographic	U.S. News and World Report

"Talking Book Topics," a catalog of recorded titles available from the Library of Congress, is received regularly.

INTERLIBRARY LOAN SERVICES AVAILABLE TO THE HANDICAPPED

The staff of Interlibrary Loan is pleased to assist students in borrowing material that the University of Cincinnati Libraries do not own from other universities.

Patrons whose handicap hinders them in filling out the proper forms will be assisted upon request.

REFERENCE SERVICES AVAILABLE TO THE HANDICAPPED

Reference librarians are eager to provide guidance in how to use the Library's resources. This includes assistance with the card catalog, serial record, indexes, abstracts, biographical sources, ready reference materials, United States Government documents, United Nations documents, current periodicals and microforms.

Unfortunately, Reference librarians can not provide prolonged individualized assistance of a non-technical nature. Patrons requiring specialized nontechnical assistance, such as the services of a reader, are asked to bring someone with them to the Library to provide this service or make arrangements at the Circulation Desk for such readers. Reference staff will be happy to provide any necessary assistance to the patron and his reader in using the Library's resources.

RESERVE ROOM SERVICES AVAILABLE TO THE HANDICAPPED

The Reserve Room staff is pleased to assist patrons in the use of materials on reserve.

The borrowing privileges assigned to specific items are determined by the faculty member who put the item on reserve. Requests for special consideration concerning the length of loan to handicapped students can not be attended to by Reserve Room staff, but must be directed to the course instructor.

UNIVERSITY OF NEW MEXICO
GENERAL LIBRARY

Special Services to Disabled Students

Assistance for the Mobility Handicapped

Most areas of the Zimmerman Library building are accessible from a wheelchair. Two public elevators provide access to the four floors and eight tower levels, where the books and other materials are stored.

One inaccessible area is the Special Collections Department, located on the second floor of the West Wing. For access to materials in the Coronado Room, the Bell Room or the Archive Collection, it is necessary to request paging from the service desk in the Anderson Room also located in the West Wing. The Map Room on the main floor of the West Wing is also not accessible. Materials from that area will be paged upon request at the main reference desk in the Reference Department.

Properly designed public rest rooms, telephones and water fountains are available. A map showing wheelchair access to branch libraries is on the reverse of this page.

Assistance for the Hearing Handicapped

Two library staff members are trained in signed English. TTY telephone equipment is available at the main Circulation Department desk.

Assistance for the Visually Handicapped

Conference Rooms B95 and B96 are reserved for the use of visually handicapped students, and their readers. In these rooms the reader can read aloud to a handicapped student and also record the material at the same time.

Equipment available here includes:

1. A cassette player designed for the Library of Congress Talking Books Program.
2. 1 two track and 1 four track reel-to-reel recorder/player.
3. A cassette recorder/player.
4. A Visualtek machine which enlarges print and can be used for reading or writing.
5. An electric typewriter.*
6. A Braille Writer.*
7. A microfiche reader.

A Braille dictionary is also provided. The Library will provide free photocopying up to 25 pages at a time to assist students in taking periodical articles to other locations where a reader could read aloud.

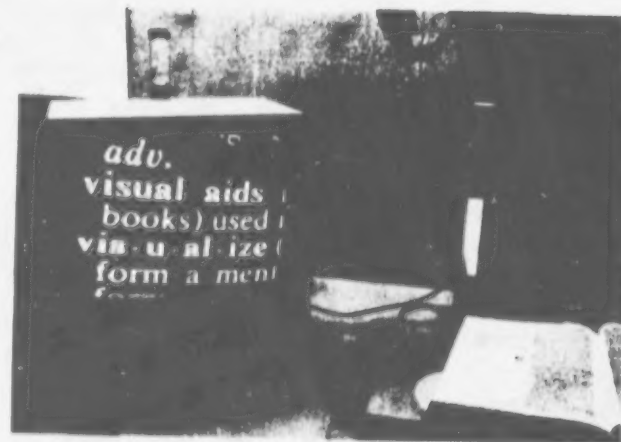
Free on-line searches are available for those whose handicaps makes it impossible to search regular indexes.

Learning Resources Center University of California, Riverside

The services, materials and equipment provided by the Learning Resources Center can help students with a wide range of disabilities enjoy the full benefits of a UCR education. One of the advantages of a small campus like UCR is the opportunity to receive individualized services such as those provided by the Learning Resources Center. All Learning Resources Center services are free, voluntary, confidential, and available to all registered UCR students with permanent or temporary disabilities. Interpreters are provided for hearing-impaired students who wish to use these services. The location of the Learning Resources Center within the General Library permits access to materials and equipment during evenings and weekends as well as during class hours. A Learning Skills Counselor and staff are available for assistance during regular work hours. Following is a description of some of the services provided by the Learning Resources Center:

SUPPORT SERVICES

Basic support services are, for many students, of central importance in obtaining equal access to educational opportunities. Testwriting services are available as needed to students who are blind or visually impaired, have limited use of hands, or who need extra time to complete exams. Readers, writers and notetakers trained by the Learning Skills Counselor are provided by the Learning Resources Center, as are typing and transcription services.



EQUIPMENT

Much of the equipment housed in the Learning Resources Center is designed to meet the needs of blind and visually impaired students, but may be used by any student to whom it may be of benefit. Equipment includes a closed-circuit TV print magnifier, Optacon, talking calculator, 4-track cassette and reel-to-reel tape recorders, variable speed Talking Book Reproducer, Variable Speech Control modules, Perkins Brailers, and electric typewriters that print in braille, large type, and conventional type. A Versabrilie paperless braille machine will arrive at the Learning Resources Center during mid-1980. A Phonic Ear amplification device is available to hear-

The University of California, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, or handicap in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, University programs and activities, including but not limited to, academic admissions, financial aid, educational services, and employment. Inquiries regarding the University's equal opportunity policies may be directed to the following individual: Michael D. Reagan, (714) 787-5034.

ing-impaired students for campus use. Brailers, tape recorders and various other pieces of equipment are available for loan to UCR students.

MATERIALS

An extensive library of resources of interest to persons with disabilities is available at the Learning Resources Center. Included are catalogs of equipment, aids and appliances; information about various agencies; and literature about medical, sexual and self-help concerns. More than 60 useful periodicals such as "Paraplegia News," "Braille Monitor" and "Deaf American" are housed at the Center and many are available in braille, large type, and on disc. Most periodicals can be checked out. An excellent braille reference collection includes Webster's *New World Dictionary of the American Language*, *The New Roget's Thesaurus in Dictionary Form*, several English/foreign language dictionaries, *The Nemeth Code of Braille Mathematics and Scientific Notation*, U.S. and world maps, and many other reference works. Webster's *New World Dictionary* is also available in large print. Braille and taped transcriptions of popular textbooks are available at the Center; other textbooks may be obtained through cooperating agencies such as Recording for the Blind. The Learning Resources Center, as a Library of Congress deposit collection site, has current catalogs of braille, tape and disc materials available from the National Library Service for the Blind and Physically Handicapped.

COUNSELING

Study skills counseling is a unique feature of the Learning Resources Center. Students

who wish to improve their notetaking, time management or test-taking skills, reading efficiency or general study habits may meet with the Learning Skills Counselor on a drop-in or appointment basis. Particular attention will be given to working around problems such as limited ability to write, the effects of fatigue or chronic pain, use of formats other than conventional print, etc. Students who are interested in areas such as speed reading, math and science study skills, writing skills or stress management may be referred to other departments on campus including the Learning and Study Skills Center, Writing Lab and Counseling Center. Referral to tutorial services may be made by the Center.

For more information or a tour of the Learning Resources Center, please contact us at:

Learning Resources Center
Special Services Office
1132 Library South
University of California
Riverside, California 92521
(714) 787-3028; (714) 787-4538
TTY (714) 787-3862





The University of Texas at Austin Newsletter

Number 13

1980

Library Services for the Handicapped

During recent years the General Libraries has made a concerted effort to better serve the needs of physically handicapped students, faculty, and staff. Working with the Dean of Students' Services for Handicapped Students Office and the Texas State Commission for the Blind, the library has improved buildings and added equipment which facilitate library use for the mobility-impaired and visually handicapped.

The Perry-Castañeda Library (PCL), which opened in August 1977, incorporates many features to accommodate the handicapped. There is a special entrance gate for users in wheelchairs; signs for restrooms and in the elevators include tactile graphics for the blind; and all restrooms are equipped with modified stalls. Parking spaces for the handicapped are located close to the PCL entrance. Specially designed reading carrels to accommodate wheelchairs are available on all levels; there are three studies designated and equipped for the use of blind students; and eight lockers have been specially keyed and reserved for the use of blind graduate students.

PCL also houses a variety of equipment for the visually handicapped. Most of the equipment has been provided by the Texas State Commission for the Blind or the Dean of Students Office. One of the most impressive devices is the Visualtek Microviewer on the First Level. The Visualtek magnifies print on paper or on microfiche and projects it onto a television screen so that people with very marginal sight can read the normal size print. The Visualtek, purchased by the Texas State Commission for the Blind, requires some training for proper use. This training is available from the Services for Handicapped Students Office.

Other equipment for the visually handicapped is located in the blind students studies and includes braille writers, cassette recorders and a variable speech lexicon, which allows the user to speed up tape playback without distorting the voice. Speech-Plus calculators are available in the studies and for two hour loan from the PCL Circulation Desk. These calculators read out the



The Visualtek Microviewer aids the marginally sighted.

numbers and functions input and the results of calculations. The two pieces of equipment most recently made available for charging out at the Circulation Desk are the Optacon and a portable braille recorder. The Optacon, which may be charged out for use within the library, converts the image of a printed letter into a vibrating tactile form that a blind person can feel with one finger. The portable braille recorder provides fast and silent reading and writing in braille from and onto compact tape cassettes. The recorder may be charged out on two hour loan. Both the Optacon and the portable braille recorder require user training. Students may contact the Services for Handicapped Students Office or the Texas State Commission for the Blind to arrange for training.

Continued page 2

The Undergraduate Library also provides facilities for the blind and partially sighted. There are four blind student studies in UGL equipped with braille writers, typewriters, cassette recorders, a variable speech recorder, and a video reading system. Restrooms were remodeled last year to include facilities for people in wheelchairs.

The Benson Latin American Collection provides two seminar rooms for the use of blind students and their readers.

Although sophisticated equipment is not available in all libraries on campus, help for the physically disabled is. In addition to reference and information services provided to all library users, library staff help handicapped people use the card catalogs and reference works and find and retrieve material in the stack areas. Last year many General Libraries staff members attended sensitization workshops sponsored by the Services for Handicapped Students Office in order that they could be better informed about the problems handicapped students face.

The library has not yet fully met the needs of our handicapped users. There are still some barriers to easy use of our facilities. But with the continued help of Services for Handicapped Students, the State Commission, and the ongoing campus program to improve access to and within buildings, library service to the growing campus community of physically handicapped students, faculty, and staff will continue to improve.

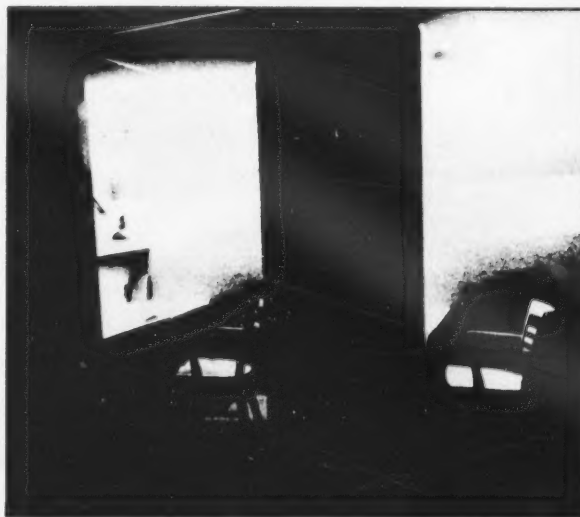
PUBLICITY AND USER GUIDES

Center for Disabled Students Readied in Lamont

A Center for Disabled Students — primarily for blind students, students in wheelchairs, and students with hearing impairments — has been established on the first level of Lamont Library. The area, newly carpeted, holds four carrels roomy enough for two (*e.g.*, for a blind student and his reader) or for a person in a wheelchair. Carrels have been carpeted inside and out to muffle sound.

The area was completed this fall with a supervisor's desk, file cabinets, and lounge furniture. Lamont Library is also collecting printed material related to physical handicaps, which will also be housed in the Center.

According to Heather Cole, Librarian of the Lamont Library, who has been working on plans for the Center for several years, the space is not envisioned as a multi-goal, multi-purpose center. The original proposal was based on one idea: "No matter what happens to services for the disabled at Harvard, blind students will always have to get to reserve books." Ms. Cole initiated discussions about a facility when she took over the librarianship of Lamont in 1977 and found poorly used space on the first level as well as *ad hoc* arrangements for handicapped students. Planning for the Center took two years, because the Library wanted to hear the ideas of as many people as possible and also because the problem of supervising the area took a long time to resolve. The happy conclusion involves the Office of Volunteer Services, a student office reporting to the Dean of the Faculty of Arts and Sciences, which was involved in the planning from the beginning. The coordinators of Volunteer Services have moved their office from the Bureau of Study Counsel to the Center for Disabled Students, which they now staff for twenty-five hours each week.



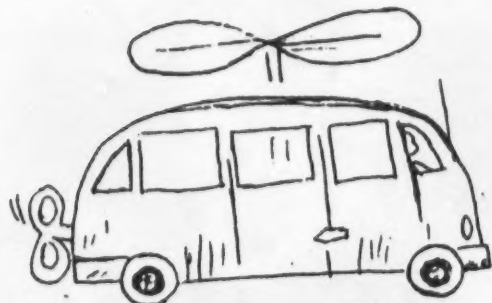
Photograph by Kenneth West.

UNIVERSITY OF BRITISH COLUMBIA

INFORMATION GUIDE
FOR
HANDICAPPED STUDENTS



Counselling Centre
Office of Student Services
University of British Columbia



PARKING -

Special parking privileges are extended to handicapped students who need to park near their classes. If you desire this privilege you should pick up a special parking slip from Dr. Archie Johnson at Westbrook Hospital. Then take this slip to Traffic & Security (Westbrook Mall) for a special sticker and an assigned parking spot. This procedure should also be followed if someone drives a handicapped student to the campus.

INTERPRETERS AND READERS -

Crane Library (Brock Hall) provides volunteer and professional readers to record "talking books" for those students who desire and need this service. The recording process will be arranged by Paul Thiele and his staff at Crane Library.

Interpretive service for deaf students may be made available with financial assistance from Western Institute for the Deaf and/or Aid to the Handicapped.

EQUIPMENT RESOURCES -

The following equipment in Crane Library (Brock Hall) is available for disabled student use:

- Recorders - reel and cassette
- Typewriters - electric, large print, Braille and standard
- Brailers - Perkins & Dymo labeler
- Reading - Visual Tek Read/Write system, Optacon Tactile Readers
- Miscellaneous - electronic talking calculator, special computer programming console

A teletype phone for deaf students' use is located in Dr. Perry Leslie's office in Scarfe Annex #3.



EDUCATIONAL RESOURCES -

Advice, equipment and services are offered to enhance your opportunities for academic success. Help is available in course selection, special testing techniques, or arrangements, obtaining lecture notes, library research, dictation technique, etc. Crane Library is available with taped materials, recorders, Braille and large print books, vision enhancing equipment and any transcription requested by students.

Students with an ambulatory handicap will find our campus accessibility information most valuable in planning their courses and timetable. This study is available at Student Services (Ponderosa Annex F).

COUNSELLING -

Social, personal, educational and vocational counselling is offered at Student Services (Ponderosa Annex F) to all those desiring assistance in these areas. Appointments are available on an individual basis and all interviews are confidential.

Workshops concerned with vocational planning, interpersonal communications and study skills are also offered throughout the academic year.



PLACEMENT OFFICE -

The Placement section of the Office of Student Services (Ponderosa Annex F) offers assistance in securing part-time, summer and permanent employment for undergraduates and graduates. Get acquainted with Cam Craik in the Placement Office (228-4327).

HEALTH SERVICES -

Physician, nursing, laboratory and X-ray services are available year 'round. Five specialist clinics are held weekly during the winter session. The Health Service is located in the Westbrook Building.

The booklet "Feeling a Little Green or Blue?" gives further details. Phone 228-2151 if you don't receive a copy with your acceptance papers. A rear entrance ramp is accessible for wheelchairs.



LIBRARY SERVICES -

Each of the thirteen campus libraries presents a different set of problems for handicapped students, particularly for those in wheelchairs. However, the library staff is always willing to help students solve their particular difficulties. For assistance in the Main Library, and for advice about the branch libraries, contact the Information and Orientation Division, 228-2076.

CRANE LIBRARY FUNCTIONS

1. The prime function of the Crane Library is to provide library services for the blind and visually handicapped students of the University of British Columbia. To this end the Crane Library:
 - a) collects reading materials in formats that can be used by the visually impaired: cassettes, tape on reels, braille books and large-print books;
 - b) prepares reading materials for the blind on cassettes and other media;
 - c) provides such special facilities for the use of the blind as optical, mechanical and electronic aids, a public catalog in a medium accessible to the non-print reader and an environment in which the facilities can be used;
 - d) offers both standard and special public services: reference, information, orientation, circulation and special teaching services for the blind;
 - e) serves a social function for visually handicapped students and offers them social counselling and staff liaison with other campus elements.
2. The Crane Library maintains a small specialized library on blindness for use in teaching, counselling, study and research. Emphasis is placed on the causes of visual impairment, the sociology of blindness, and methodologies of teaching the blind.
3. The Library extends its services for the visually handicapped to persons other than those at UBC through interlibrary lending and by special arrangements with other agencies.

Loans of Crane Library materials, in common with UBC Library materials generally, to most other libraries are made on the basis of a fee for services.

Special arrangements have been made to record transcriptions of reading materials for the visually handicapped in the public school system of the province.

The Crane Library endeavors to disseminate information about its collection and services in the form of book catalogs, update lists, newsletters and other publications.
4. The technical facilities and staff of the Crane Library/Faculty of Arts recording and duplicating studio are made available for other recording activities on the basis of fees for services and as the schedule permits.
5. The Crane Library cooperates with other bodies sharing common or similar objectives and missions.

LIBRARY SERVICES FOR THE DISABLED

UNIVERSITY OF CONNECTICUT LIBRARY

Service for library users who have a permanent or temporary disability is the responsibility of the Department of Library Orientation and Instructional Services. Members of this department staff the main Information Desk on level one all the hours the Library is open. They can provide assistance with the card catalog and journal list, and information about locations and access with the Library building.

The Information Desk staff can give you details about

- study carrels which can accommodate a wheelchair
- accessible rest rooms
- low-vision readers for print or microfiche, and other special equipment
- emergency telephones throughout the building
- paging service for books and journals (with advance notice)
- photocopying service at 5¢/page if public copiers cannot be used

One member of this department acts as Coordinator of Services for the Disabled. Contact this person directly at 486-4442 to arrange for

- extended assistance with card catalog or journal list
- personal orientation to the Library building
- recording of reading materials
- assistance with research projects
- use of books or journals in braille or disc format

Parking for persons with "access" stickers is adjacent to the east side of the Library. A short ramp near the parking area leads to an access door presently operated from within the building. A telephone to the left of this door may be used to call for admittance at this location. An accessible door on the west side of the building, on the Plaza level, is also available at all times.

EMERGENCIES

In case of a fire alarm, all elevators automatically lock and CANNOT be used as emergency exits. If you cannot use stairs, please become familiar with the location of emergency telephones on each floor, so you can notify the Fire Department that you need assistance to leave the building.

Services for the Handicapped

telephone numbers for students, professors, and offices, as well as information about scheduled activities on campus.

Lauinger Library Services

The Library has designated one professional reference librarian as Special Coordinator for the needs of the handicapped. This librarian is given the responsibility for assisting all handicapped students in utilizing library services and solving any special problems they may have involving library materials or services. Currently the coordinator is Ms. Carolyn Colwell. She may be reached at the Reference Department, Third Floor Lauinger (Main Entrance). (Phone: 625-4173).

A. Accessibility

The Library is physically accessible to all handicapped students. There are no steps to the front entrance (Third Floor) from the Main Campus and one entrance door is equipped with an automatic door opener for easy access and egress for those with ambulatory disabilities.

Elevators are wheelchair accessible and each public elevator has braille floor buttons.

All public restrooms are equipped with special facilities for the physically handicapped.

Physically handicapped students who approach the library from the East Campus are provided with a key to the staff elevator which permits entrance and exit on ground level from the First Floor on the 37th Street side of the Library; elevatory keys are available through the reference librarian. Curb-cuts give access from the street.

B. Special Facilities and Equipment

A Blind Students Study Room is located on the Fifth Floor of Lauinger Library for the use of blind and partially sighted students and their readers. When necessary, an adjacent study room is made available for use.

The following equipment is kept in this room:

- A. IBM Braille Typewriter
- B. Perkins Brailler
- C. Library of Congress Talking Book Machine
- D. Open reel tape recorder
- E. Cassette tape recorder
- F. Radio receiver for special programming for the blind (The Washington Ear;

Main Campus

Georgetown University Washington, D.C. 20057

August 1980

a closed circuit radio service for the blind and physically handicapped).

G. Lexicon Vari-Speech compressor tape recorder

Braille paper is also supplied gratis. Catalogues of the holdings of Recording for the Blind and the Division of the Library of Congress are kept here as well as braille dictionaries for English, Spanish, German, French, and Chinese.

C. Special Services for the Blind

The Library assists blind students in obtaining readers and provides facilities and equipment for these readers to record material. Special funding for readers is provided by the University (Provost's Office).

The Library also coordinates the use of other special services for the handicapped through area institutions and organizations (the D.C. Public Library, the Library of Congress, Recording for the Blind, Maryland Association for the Visually Handicapped, etc.).

D. Special Services for the Deaf

A TTY phone is available for the use of deaf students. Currently this phone is installed in Darnall Hall. When it is not in use in a dormitory, it will be installed in the Reference Department of the Lauinger Library.

Interpreters for the deaf may be obtained through the Library Coordinator (phone: 625-4173) or through the Main Campus Coordinator (Associate Dean of Students); this service will be funded by the University.

Parking

On the Main Campus, there are a number of parking spaces designated for the handicapped. The Traffic Department publishes a map of the Main Campus with the spaces designated on that map. Permanent handicapped parking is provided for the disabled by applying directly to the Traffic Administrator at the time of registration. When a person's handicap is not apparent, the Traffic Administrator may require a doctor's certificate. Vehicles parking in handicapped spaces are required to have decals and identification on display. Only individuals with the handicap/decals are authorized to park in the slots reserved for handicapped persons.

There are designated spaces for handicapped visitors throughout the parking areas on the Main Campus.

Library Services for the Handicapped

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University of Georgia Libraries
Athens, Georgia 30602

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Location of Books on Campus

The Main Library's card catalog lists the holdings of all major collections on campus (except Law). To find out if the Libraries have a particular book, call the information desk (Main Reference Services, 542-3251) and the person at the desk will look up the book for you.

Reference Services

The reference desks at the Main (542-3251) and South Branch (542-4535) Libraries answer telephone reference

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questions. Although this service is best for quick-information type questions, arrangements can also be made for other reference assistance.

Further reference services are available by calling: Government Reference (542-8949), Periodicals (542-7460), Music/Fine Arts (542-7462) or the Map Room (542-4535).

Dial for Library Information

For general information about the UGA Libraries, dial 542-8912 and ask for tape number A-24. This service is provided by the Student Affairs Office.

Transportation

Campus buses serve the Libraries, and a van service for the disabled is planned for fall, 1978.

Assistance While in the Libraries

The Circulation Departments at Main and South Branch will make arrangements for individual orientation tours or assistance while the handicapped user is in the library. If requested in advance, an escort can be ready at the desired time. If the library user prefers to drop in, the user may have a short wait for an escort.

Weekend and evening escorts may not be available as readily, due to staffing considerations. For more information or assistance, call the Main (542-3256) or South Branch (542-4535) Circulation Departments.

Renewing Materials

-16- Standard renewal practices apply to handicapped library users. Reserve materials, however, may present special problems due to short loan periods. Handicapped students may have loan extensions for reserve materials if their disability prevents completion of assignments

within restricted loan periods. Extensions may not unduly interfere with other users of reserve materials.

Visually Handicapped

Carrels with equipment to aid the visually handicapped are available. A Visual-Tek Electronic Low Vision Aid (read-write system) and a Perkins Braille are available in the basement of the Main Library. They may be requested at the Periodicals Office service desk.

Audio cassette playback units are available on the sixth and seventh floors of the Main Library.

The Merriam-Webster Dictionary for LARGE PRINT Users and the Braille edition of Webster's New World Dictionary of the American Language, are located in the first floor reference area of the Main Library. Ask for assistance at the Reference Desk.

Physically Handicapped

Library users in wheelchairs will find a chairlift at the east side of the entrance to the Main Library. Keys to the lift are available from the Office to Promote Independence of Disabled Students (OPIDS). Library

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Physically Handicapped

Library users in wheelchairs will find a chairlift at the east side of the entrance to the Main Library. Keys to the lift are available from the Office to Promote Independence of Disabled Students (OPIDS). Library

users needing help can ring buzzers near the lift to alert staff within the building.

Restroom facilities for the handicapped are located in the basement of the Main Library, and on the entry floor of South Branch.

& Furthermore...

For information on the physical accessibility of the Libraries on campus, call the Circulation Departments: Main, 542-3256, or South Branch, 542-4535.

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Call the Main Circulation Department for any other information concerning services available for the handicapped who wish to use the UGA Libraries.

For more detailed information about physical accessibility of other campus buildings, or other campus services for the handicapped, call OPIDS, 542-7294.

Naturally

Books and periodicals concerning handicaps are included in the Libraries collections.

SELECTED REFERENCES ON LIBRARY SERVICES TO THE DISABLED

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Association of Specialized and Cooperative Library Agencies. Standards for Library Service to the Blind and Physically Handicapped Subcommittee. Standards of Service for the Library of Congress network of libraries for the blind and physically handicapped. Chicago, American Library Association, 1979.

Biehl, G. Richard. Guide to the section 504 self-evaluation for colleges and universities. Washington, D.C., National Association of College and University Business Officers, 1978.

National Association of College and University Business Officers. Management of accessibility for handicapped students in higher education. Washington, D.C., NACUBO, 1981. Paper copy available from the Superintendent of Documents, U.S. Government Printing Office. PB1-242927. Microfiche copy available from the National Technical Information Service.

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Strom, Maryalls G. Library services to the blind and physically handicapped. Metuchen, N.J., Scarecrow Press, 1977.

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Thomas, James L. and Carol H. Thomas. Academic library facilities and services for the handicapped. Phoenix, AZ., Oryx Press, 1981.

U.S. President's Committee on Employment of the Handicapped. A librarian's guide to 504: A pocket guide on section 504 of the Rehabilitation Act of 1973. Washington D.C., U.S. Government Printing Office, 1979.

Velleman, Ruth A. Serving physically disabled people: An information handbook for all libraries. New York and London, R.R. Bowker, 1979.

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